



New Westminster Tennis Club
Minutes of Annual General Meeting
Via Google Meet
11:00AM on March 7th, 2021

- President: Carole Hickey
- Vice President: Vaso Lepasovic
- Treasurer: Chris Morrey-Jones
- Secretary: Amelia Weatherbe
- Membership Director: Natalia Lepasovic
- Director, IT & Communications and Host: Peter Szabo

The Host first ensured that meeting participants signing in had done so successfully, and then announced some housekeeping items relating to the Google Meet platform. He also mentioned the meeting would be recorded and then turned the meeting over to the President.

I. Call to Order

The President called the Annual General Meeting to Order at 11:02am with an introduction of the members currently serving on the Board of Directors.

II. Membership ID and Determination of a Quorum

The Host identified 31 participants confirming a Quorum had been met pursuant to the bylaws. The President advised that Roberts' Rules of Order as applicable to virtual meetings would be followed. She then advised some housekeeping issues relating to the format and content of the meeting.

III. Motion to Approve Minutes of AGM dated January 26th, 2020

The Minutes having been pre-circulated, the President, assuming all members present, had read the Minutes and asked for any errors and emissions (E&O). Hearing none, a Motion was made by Peter Szabo to approve the Minutes of the AGM of January 26th, 2020. Seconded by Janet Dickie. All in Favour.

Motion approved

IV. Motion to Approve Agenda 2021

The President asked if all attendees had reviewed the AGM Agenda and reminded the participants that once approved, no other topics would be added. There being no changes or additions from the participants, a Motion was made by Natalia Leposavic to approve the AGM 2021 Agenda, as presented. Seconded by Chris Morrey-Jones. All in Favour.

Motion approved

V. President's Report

a) Looking Back on the Year 2020

The President read aloud her report for the year 2020 and highlighted some of our club activities, successes and challenges. She also gave thanks to the many club members who had volunteered their time last year. A full copy of her report is attached to these Minutes.

b) What to Expect in the Year 2021

The President described her vision for the club, the Board and the tennis season ahead. This vision has to work around the uncertainties and protocols attached to the Covid-19 pandemic. Members can expect some or all of the following:-

- Re-opening of the clubhouse and courts, with or without restrictions
- Power Washing of the courts
- Members Volunteer Day (scheduled for March 28th, 2021)
- Ball machine clinics
- Partnering with New Westminster Parks & Rec (stronger community presence)
- Tennis coaching and lessons (modified)
- Enhanced Junior camps in the summer
- Open House/New Members Day
- Organized Play
- Continued membership drive
- Website Calendar structuring
- Roster booklet
- Upcoming janitorial contract opportunity

c) Roster Booklet

The President advised the members that the Board had been discussing the reintroduction of the printed Roster Booklet. The Booklet would contain information about the Club, rules of play, rules of etiquette and member contact information. This would be a convenient means of conveying information to new members and, ideally, kept in the member's tennis bag. It would be updated annually and the cost is relatively small. There were many questions from the membership regarding privacy, cost and the use of ClubSpark as an alternative. The President invited further member feedback via email through the Board following the AGM.

d) Club Crest Competition

A Member's update had been sent out prior to the AGM outlining the Club Crest Competition. The President attempted to generate interest in the competition and it was noted that one member had prepared an entry which would be submitted to the Board. Other questions were answered by the President relating to COVID restrictions and the opening of the Clubhouse. The community lesson schedule and the Junior Program for this year were addressed and the President stressed that we were still in a time of very much uncertainty and, as was done last year, the membership would be constantly updated via Member Updates as to the Club restrictions, organized play time and PHO guidelines. The power washing schedule was reviewed and the Volunteer Clean up date was confirmed. Dates would be confirmed for the Clean Up day following the AGM. There being no further questions, the President ended her report.

VI. Treasurers Report

a) 2020 Financial Review

Chris began his report by referencing the members to the previously distributed financial statements from the AGM package. Firstly their attention was drawn to the Statement of Operations for the year ended December 31st, 2020, which was shared on screen, and announced that the club is on a firm financial footing, despite the Covid-19 pandemic, with a gross profit of \$4,772 before depreciation with a resulting net loss after depreciation of \$7,317. He then referred members to the Statements of Financial Position as at December 31st, 2020, shared on screen and announced that the member's equity decreased from \$238K to \$231K. The club generated an increase in cash position of \$4,795 (see Statement of Cash Flow for Year ended December 31, 2020), so we ended up with \$4,800 more in the bank than we had available to us at the beginning of that year.

A question was asked by Chuck Condon to confirm whether we had our courts power washed twice last year. Chris deferred the question to his next topic and ended his report on the year-end financial statements.

b) 2021 Budget Proposal

Chris then referred to the financial statements for Budget 2021 and indicated he will report on the difference between the actual 2020 financials versus the budgeted amounts for 2020. In respect of total income, he mentioned that the shortfall in the projected membership revenues was more than offset by the increase in initiation fees from new members. He then indicated that some line items under the expenses shows some significant differences, and pointed in particular to some variances under Buildings and Grounds, including a \$1,000 deductible insurance claim, junior program and social expenses.

Chris then presented the proposed budget for 2021 which projects a nominal gross profit of **\$4,112** before depreciation (similar to our gross profit of 2020). A total income of **\$37,102** does not reflect income from junior program, and a reduced amount in membership revenues (partly due to the 15% loyalty discounts). He also mentioned that 2020 was a better year for getting new members. For projected expenses, we budgeted \$400 for the printing of roster booklet (with provision for members to opt out of the membership directory). In addition, there are plans to purchase new window blinds for the windows facing the park, and both sliding doors leading to the deck. We also purchased two security cameras for integration with the alarm system, which items are all included in clubhouse expenses. There will be no resurfacing of the courts this year, since the courts appear to be in good shape, so we are hoping to delay this major expense until 2023. All other budgeted expenses are in line with our past experience and historical amounts. So ended Chris's report and he then followed up with questions from the floor.

A question was raised around the Junior Program expenses, which is a revenue neutral item. The President clarified that the junior mini-camp is a breakeven activity and that zero and zero format is simply a way of how we show the line item given the uncertainty around whether or not the Program will be run.

Chris made a Motion to approve the Budget 2021, as presented, seconded by Rob Sider. This was done through a show of hands. All in Favour.

Motion approved

(NB: although this Motion was actually made following Item VI(c), it is recorded here under the appropriate topic, VI(b)).

c) Motion to approve Capital Expenditures re Lighting Upgrades

Chris explained the replacement of existing Lighting with LED lighting which he read aloud as follows:

“The Board is recommending that the existing court lighting be replaced with state-of-the-art LED Lighting. This will greatly improve the effectiveness of the lighting on the courts with the added benefit going forward of a significant reduction in electricity operating costs. This is a major capital expenditure, with a capped cost of \$30,000. It is anticipated that this replacement work would be completed by the end of April” (if approved at this AGM).

Chris invited questions or clarification regarding the above, of which there were several, such as how to approach the two different quotes (lower cost vs higher cost), replacement of the posts, cost savings realized and its relationship to durability, quality, as well as contractor performance and ability. Chris also mentioned that although Sasco does not have experience with tennis court lighting, he intends to conduct more research, however he was confident that Sasco would be the stronger candidate in view of the schematic drawings (with readings) that they produced. Vaso Leposavic also shared his view by stating that some particular aspects of LED lighting and mentioned that there had been a significant cost reduction over the years. He also explained that Sasco’s quote is based on 50% fixture cost and 50 % labour cost (to remove existing lights and install new ones). The posts are perfectly fine for the new fixtures because the ballast of the old fixture is quite heavy and the new light fixture is about half the weight of the old lights. The source of light is almost double compared to existing light, so based on the distance and dispersion of light, we could expect a 35% improvement in lighting onto the court surface. Also, the shields will be placed in such a position that light pollution will not be a factor for the neighbours. This topic was then ended.

Chris made a Motion to approve the Capital Expense for LED lighting, as presented, Seconded by Rob Sider. All in Favour.

Motion approved

Chris noted that Andre Scali had offered to provide a copy of the results of a study on LED lighting which he will send to the Board. There being no further questions, Chris confirmed the end of his report.

VII. Building and Grounds Director's Report

a) An update on Buildings and Grounds for 2020

Vaso reported on highlights of our 2020 building and ground activities, as follows:

- Court 4 lighting was repaired (decision to repair rather than replace)
- Regular power washing was done twice (2nd was lighter and cheaper)
- Windscreens were fixed in place
- summer set of nets including pair of new ones were installed
- Damaged net post was replaced

A walk-through inspection was also done to identify items in need of repair and replacement, which resulted in the following work being done:-

- Clean up and disposal of items no longer being used, consisting of side court benches, plastic deck chairs, broken old ball machine, repair of fascia board, repair of steps on east side of deck, and painting bench and common room. He also gave thanks to various members who primarily carried out this work.

In addition, the malfunctioning toilet in the men's change room has been fixed, False alarms replacement of key pad for alarm system. High winds also brought down a fallen tree to court 3 which was removed by the City. The fence repair was done by the club through an insurance claim. We purchased a couple of video cameras to install with our security system. The key pad system was also replaced and serviced. We also had a contractor on site to inspect the lights for the LED upgrade quote, which was dealt with in the budget. Vaso then ended his report by mentioning that due to travel plans he is making this year he will not be able to continue in this role, but has offered any new executive member his help going forward. The President thanked Vaso for his report.

VIII. Membership Director's Report

a) An update on Membership for 2020

Overall number of NWTC members in 2020 season was 226. In comparison to 229 members the year before, it is very close. So 2020 was a challenging year in many aspects, but we managed to keep membership numbers at the same level as the year before. The pandemic affected membership numbers. Some members did not renew because of the health concerns.

On the other hand, we had an overwhelming number of new members given the health concerns and travel restrictions, as a result of an increased local community club promotion. Out of marketing strategies that we planned, we advertised in local papers around the community and held an Open House, and created and installed signage on the club fence to attract new members. We also published an article about the club in the Record newspaper which was prepared by Carole. We also planned to increase activity on social media – and still need to identify specific applications, timing, content, etc. The year before, offering group lessons to the public was a great marketing tool, but we limited bringing the public into the club. The breakdown of our 2020 membership numbers is as follows:

- Total of 226 members, 46 are life and 3 are honorary (ie non-paying).
- Total of 177 paid members, 125 adults renewed, 32 new, 4 returned,
- 4 students, 3 intermediate, 7 junior and 2 non-playing members

For members who renewed membership in spite of the pandemic uncertainties and before May 15, 2020, we offered 15% loyalty discount on this year's membership fees, and waived late fees. We also prepared a proposal for bylaw amendment regarding initiation fees for returning members (for discussion under New Business). All entry fob numbers are recorded in ClubSpark database. Current members numbers will be re-activated once we open the club house. Thanks was given to all members for cooperating in this exercise. Already this year we have four new members, two adults and two juniors. We also have had over 30 renewals. Hearing no questions, Natalia ended her report. The President then thanked her for her report.

IX. Election of Directors

Rob Sider presided over the Elections. The following director positions were approved without contest:-

1. Carole Hickey, President
2. Chris Morrey-Jones, Treasurer
3. Amelia Weatherbe, Secretary
4. Natalia Laposavic, Membership Director
5. Peter Szabo, IT & Communications Director
6. Janet Dickie, Vice President/Buildings & Grounds Director
7. Fabio Prado, Organized Play/Social Director

The President thanked Rob for making the election process smooth and simple.

II. New Business

a) Proposed Bylaw Amendments

The President referred the members to the MEMORANDUM TO THE MEMBERSHIP circulated with the AGM Agenda package. Before proceeding she announced she would be making an amendment to Proposed Amendment #2 REMOVING A DIRECTOR. She then gave a history and background in reference to each of the amendments ending by stating that the continued amendment of the bylaws of our Society is an ongoing process, and that any amendments presented today, if defeated, can be redrafted and presented at next year's AGM.

Amendment Proposal #1: Motion to amend the Society's Bylaw 2.10 as follows:

Transfer of membership and readmission after termination

2.10 No membership in any class is assignable or transferable and no member who has ceased to be a member under the provisions of paragraphs 2.8 or 2.9 hereof shall be readmitted to membership except in accordance with the provisions of paragraph 2.1 and 2.2 hereof. However, a person who was previously a Regular Adult Member, upon payment of a FIFTY (\$50.00) DOLLAR re-entrance fee, may be readmitted by the Board to membership.

There were some questions from the membership regarding the rationale behind the flat fee. The President then made a motion to approve Amendment Proposal #1, as presented above. Seconded by Janet Dickie.

Motion Approved. Note: 1 opposed

Amendment Proposal #2: Motion to amend the Society's Bylaws by the addition of Bylaw 4.7 as follows:

Removal of a Director

4.7 A director may be removed from office

(a) with or without cause, pursuant to bylaw 4.5, dealing with the powers of directors, by a two-third (2/3) majority vote of all board members held at a regularly constituted meeting of directors.

After several questions regarding “cause” and “without cause”, the President referred to her initial statement and amended the amendment by deleting the phrase “with or without cause”. The further amended bylaw was then read out, the form of which is:-

Removal of a Director

4.7 A director may be removed from office

(a) pursuant to bylaw 4.5, dealing with the powers of directors, by a two-third (2/3) majority vote of all board members held at a regularly constituted meeting of directors.

The President made a motion to approve Amendment Proposal #2, as presented above. Seconded by Arwi Kaur.

Motion Approved. Note: 2 opposed

b) Structuring of Website Calendar

Carole introduced the new design for the Club Website Calendar. This format will allow members to see club activities going on throughout any given week. It will be used to plan lessons, organize social play events and set up coaching times. The template is not a booking system of any sort. It merely lets members see what activities are going on at the club throughout the week. For instance, the power washing dates will be entered into the calendar, as will Clean up Day, Ladies’ and Men’s night, etc. Requests to add events to the calendar should be sent to “**organized_play@nwtennis.com**”.

III. Motion to Adjourn

A motion was made by Chris to adjourn the meeting at 1:34pm. Seconded by Janet Dickie. All in Favour.

Motion Approved

Presidents Report

Looking Back on the Year 2020

Welcome everyone to the first virtual AGM of the New Westminster Tennis Club and thank you for taking the time to attend and participate. The annual general meeting provides the Board of Directors with the opportunity to review the past year's activities and accomplishments while also providing the members with a platform to contribute input on those past activities and the direction of the Club for the upcoming season.

2020 was a very challenging year for all of us, both on and off the court. But, with the hard work of last year's Board of Directors and the cooperation and enthusiasm of our membership, we had a surprisingly good season, complied with all mandated health restrictions, played lots of tennis and enjoyed a sense of camaraderie which I have not seen at this Club for several years. (Natural disasters do have a way of bringing people closer together!)

Despite having belonged to this Club for many years, this was my first time standing for a Board position. It was my intention to work my way through the different Director positions before taking on the role of President. Things did not actually work out that way and I started last year's season in the President's chair which would normally have made me very nervous. Unfortunately, or fortunately, a world pandemic soon wiped out all sense of normality for not just me but all of us.

Working around the pandemic to keep the Club open and safe was not an easy task. With protocols and health restrictions constantly shifting it was difficult to decide how to keep the Clubhouse and courts open, safeguarded and sanitized to everyone's satisfaction. At times this seemed an overwhelming task but I always knew I had the support, experience and encouragement of my fellow Board members, along with the membership, to keep our Club moving forward. We were able to accommodate members reluctant to renew due to the COVID virus as well as those who showed their continued support by renewing early knowing that play and Clubhouse use could be, and often was, severely limited. Your support was powerful and amazing. Thank you for that.

Public access facility closures were fast and furious at the beginning of the pandemic last March and we did not have any idea if we were going to be able to keep the Clubhouse or the courts open. We had budgeted an income stream to meet operating expenses and suddenly membership renewal fees came to a halt as everyone waited to see what was going to happen next. In order to generate some type of cash flow the Board immediately got to work in an attempt to encourage existing member renewals and attract new members. A one time loyalty incentive was devised to encourage existing members to renew before May 15th, 2020, The Board also decided to waive late fee payment charges. Returning members who renewed prior to May 15th were promised a 15% rebate on their 2021 membership renewal fees. This incentive does not affect the Club's fee structure and, accordingly, did not require a vote of the membership or an amendment of the Bylaws.

I will discuss the Board's efforts to increase membership a bit later in my report but at this time I would like to extend a special thank you to Don Campbell, Arwi Kaur and Susan Russell for an incredible job keeping up to date with the ever changing health protocols and monitoring the courts, grounds and Clubhouse for cleanliness and sanitation. I would also like to thank the members for their compliance with the many Provincial Health orders. This last year the Club was able to develop its' own Health and Safety Plan using the Work Safe BC guidelines. We also had gloves, masks and

sanitizer readily available and easily accessible. I am very happy to say that not one case of COVID 19 was reported as arising out of the use and operation of the NWTC last year.

We were able to complete the power washing of the courts and had a truncated version of a Volunteer's Clubhouse Clean Up Day at the end of March before closing the entire Club. Thank you to all who volunteered to help ready our facilities for last year's season. For unknown reasons, we had a heavy accumulation of pollen on the courts during our shutdown which required a second round of power washing. with the associated expense of that, to clear the court surfaces before we were able to re-open the courts for play.

Anticipation was high and arrangements were in the works with Tennis BC to host the Under 19 BC Tennis Tournament, scheduled for mid to late July of last year. Unfortunately, those plans, along with all Tennis BC tournaments and outside league play were cancelled. Despite all the cancellations and restrictions the Board was still able to devise ways to keep play organized within NWTC. We were able to offer modified programs to members including adult lessons for all levels, mixed doubles play, Men's Night, Ladies Night, Sunday social play and a variety of Friday night socials. Thank you to Chris MJ, Natalia L and Terri Welch for their great efforts in making these events possible.

Working hard with our Club pro, Shelley Roxburgh and associate pro, Diego Bodega, we were even able to create and run a modified "COVID 19 proofed" Junior Mini Camp program last year. It was extremely well received and very successful. It was a lot of fun to watch and even provided some extra cash flow to the Club's operating budget. Shelley and Diego were very much involved in accommodating members and guests throughout the summer which resulted in several new members and a further source of income for us. Our financial picture will be discussed by our treasurer, Chris MJ, later in this meeting.

Again, I extend a very special thank you to our Club pro Shelley and our Assistant pro Diego for the work and effort they put into our programming last year.

During the Club shutdown, Natalia L., our Membership Director, was able to cull our fob system and delete fobs no longer in use. The fob system has now been streamlined. The inside of the Clubhouse was painted and efforts were made to reorganize the office system. A Dropbox was created to store Club documents, reports, policies, bylaws, licences and important Club correspondence. All efforts were made to continue the flow of Club information to the membership. "Member Updates" were sent out regularly for this purpose. Also, and with a very special thank you to Hilary Strauss, Amelia and I were able to draft and publish 2 editions of the "Passing Shots" this year. We could not have done that without Hilary's know how and experience.

I hope I have fulfilled my promise to be available to the membership and have tried to keep the flow of information open. In June we contacted the New Westminster Record and were able to insert an editorial advertisement for the Club and invite the public to our Open House in late June. The article helped to raise awareness of the Club's history in New Westminster and attracted many new people in the area. More than several of whom have joined the Club this past year. We have made several strides in raising community awareness and I feel we made a real effort to attract new members and make them feel comfortable and involved. This was no more evident than at the Members Club Tournament.

Last year's NWTC Club Tournament was exciting and successful. There were many participants and a very social mix with great food and lots and lots of donated prizes. Again, all done in complete compliance with the Provincial Health and Safety restrictions in place at the time. The Club had a

maximum capacity of 50 people and came very close to reaching capacity because of the excellent work of many volunteers and the cooking savvy of our in house chefs Zach and Anna. Thank you to all of you and, Anna and Zach, I am still waiting to see your membership renewals this year!

This tournament would not have been possible without the fantastic work of its, organizers, Chris MJ and Peter Szabo. We need people to step up and help fill their very big shoes as they aren't getting younger and this tournament is an annual fixture at this Club. Finally, as most of you know, the legendary Webster Cup Tournament, which we were to host last year, was cancelled due to the pandemic. Hopefully it will be back in play this year.

There are so many examples of how this Club and its members stepped up to the plate (or service line if you will) and it is hard to remember them all. We did the very best we could and it made for a very special year for me and I am sure, for a lot of you. I look forward to watching that spirit again this year.

Our Club Rules of Play and written policies have now been stored in Dropbox and can be modified regularly. Currently I am working on the Rules of Play and Court Rules which have not been modified or revised for several years. I hope to eventually streamline these documents so they can be easily accessed by all members and changes will be reviewed regularly or as needed. The same goes for all other existing Club policies. Based on member requests from our last year's AGM we have also been trying to create policy and committees to meet the needs of the membership. One of those demands was for a properly constituted policy to deal with formal member complaints, interpersonal issues such as bullying and harassment, as well as member grievances and disputes. This was a definite challenge to say the least but we developed a Discipline Hearing Committee, comprised of 3 Directors, to monitor these types of issues. We also established a formal procedure whereby problems, grievances and disputes can be heard and properly considered for merit and worth. All of this is provided for through the Societies Act and our own Bylaws.

That committee was used on only 2 occasions last season. Unfortunately, one of those occasions led to the Board removing and suspending one of its original Directors for unstable behaviour and harassment of another member of the Board. This has been a common complaint against this particular member from several past Board members over the last several years but this past year her behaviour came to a head after she was suspended and resulted in a very mean spirited email involving a professional review from 30 years ago, being sent out by her to several of our members. Following the release of that email, rather than completing her suspension or dealing with any of the consequences, that member just cancelled her membership.

The Discipline Hearing Committee will have to deal with this ongoing issue and the member's conduct should this member apply to rejoin the Club. This was a very disturbing experience and a truly unnecessary invasion of another member's privacy. It literally flies in the face of everything we want this Club to stand for. The Societies Act plus our Bylaws give the Board the discretionary power to refuse membership to this individual on the basis of her conduct or to impose conditions on her membership should she attempt to rejoin our Club. This has been a very difficult and disturbing situation this past year and, for that reason, warrants inclusion in my President's report.

This member did phone me early this morning to offer an apology for her actions so, this may influence the Committee in its decision. I am truly sorry for all of this.

**.New Westminster Tennis
Club
.2020 Financial Statements
[.as at December 31, 2020**

New Westminster Tennis Club
(Incorporated under Societies Act of BC)
Statement of Financial Position as at December 31, 2020

ASSETS	2019	2020
Current Assets		
Cash and term deposits	125,487	130,413
Prepaid expenses	2,879	3,076
	128,366	133,489
Capital Assets (Note 3)	109,920	97,831
Other long-term assets (Note 2)	26	26
	109,946	97,857
Total Assets	238,312	231,346
Current Liabilities		
Access Card Deposits	3,570	3,920
Total Current Liabilities	3,570	3,920
Total Long-Term Liabilities	-	-
Surplus		
Contributed Surplus (Note 4)	109,157	109,157
Surplus Allocated to Replacement Reserve Funds	20,000	20,381
Accumulated Surplus, January 1	108,685	105,205
Surplus (Deficit), per statement	(3,100)	(7,317)
Members' Equity	234,742	227,426
Total Liabilities and Members' Equity	238,312	231,346

Approved on behalf of the Board of Directors:

Director Christopher Morrey-Jones, Treasurer

Director Carole Hickey, President

New Westminster Tennis Club		
(Incorporated under the Societies Act of BC)		
Statement of Operations for the year ended December 31, 2020		
	2019	2020
Revenue		
Memberships	32,851	31,604
Guest Fees	917	1,068
Initiation fees (Note 5)	2,588	5,475
Interest income on investments	1,380	2,520
Junior program	8,017	3,300
Club tournament	835	1,035
Other income	301	24
Total	46,889	45,025
Expenditures		
Administration	6,509	6,999
Bank charges	1,046	245
Court Expenses	8,898	13,235
Building Expenses	886	4,734
Insurance	3,059	3,231
Tennis BC	641	658
Utilities	6,528	6,920
Development Programs:		
Juniors	8,898	2,646
League teams	335	-
Social events & Club Tournament	1,102	1,584
Webster Cup	-	-
Total Expenditures (Excluding depreciation)	37,900	40,253
Depreciation	12,089	12,089
Net (Loss) Income - to Statement of Financial Position	(3,100)	(7,317)

New Westminster Tennis Club

(Incorporated under the Societies Act of BC)

Statement of Cash Flow for the year ended Dec 31, 2020

Surplus (deficit) per financial statement		(7,317)
Operating Activities:		
Plus (less) non-cash items:		
Access Card Deposits	220	
Depreciation	12,089	
Change in Prepaid expenses	(197)	
		<u>12,112</u>
Investing Activities:		
Capital Equipment purchase:		
Financing Activities:		
Increase (decrease) in cash		4,795
Cash in Banks, January 1, 2020		125,487
Cash in Banks, December 31, 2020		130,283
Reconciliation:		
Vancity Accounts:		
Operating (100 shares)	22,864	
Building Reserve & Term Deposits	107,512	
Total Vancity Cash Accounts		<u>130,376</u>
Petty Cash		37
		130,413

New Westminster Tennis Club
2020 Financial Statements

New Westminster Tennis Club
(Incorporated under the Societies Act of BC)
Notes to Financial Statements
December 31, 2020

1. General Information

The Society was incorporated on May 4, 1982 under the Society Act of British Columbia to promote and foster the game of tennis.

2. Other Long Term Assets

The \$26 balance represents our deposit for keys for the mailbox

3. Capital Assets

<u>Asset</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Book Value</u>
Leather Sectional Couch	749	300	449
Leaf Blower (new)	748	214	534
Ball Machine	2751	2751	-
Access Card system	3093	3093	-
Clubhouse	308655	215092	93,563
Court Stairs	306	306	-
Court 1&4 Gates	1344	1210	134
Hot water tank	6608	4405	2,203
Office Equipment	360	360	-
Furniture	827	827	-
Kitchen	4664	4181	483
Water Fountain	1550	1085	465
Totals	331,655	233,824	97,831

4. Contributed Surplus

<u>Source</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>Total</u>
Assessment	13,456	10,744		24,200
Casino		21,796	18,503	40,299
Club 103		8,391	1,569	9,960
Raffle		3,000		3,000
Skate-A-Thon		750		750
BC21 Grant		30,000		30,000
Others			948	948
Totals	15,450	76,676	23,016	109,157

5. Initiation Fees

The entrance assessment charged to new members after 1995 is recorded in income in the year received.

New Westminster Tennis Club

2021 Budget

as at March 7, 2021

Budget 2021
New Westminster Tennis Club

created for 2021 AGM

Category Description	2020 BUDGET	2020 ACTUAL	2020 Variance Over (Under)	2021 PROPOSED BUDGET	NOTES
INCOME					
FEEES					
Guest Fees	700	1,068	368	800	
Initiation Fees	2,250	5,475	3,225	2,250	Assume 15 new adult members
Late Fees	0	0	0	0	
Total FEEES	2,950	6,543	3,593	3,050	
JUNIOR PROGRAM	10,000	3,300	-6,700	0	
MEMBERSHIP REVENUES					
Adult Membership	28,800	24,320	-4,480	25,800	Assume 90% renew (160*90%) (100 Loyalty)
Intermediate Membership	400	200	-200	285	Assume 3 int. members (1 loyalty)
Junior Membership	1,300	800	-500	710	Assume 8 Junior Members (6 Loyalty)
New Members	3,000	5,900	2,900	3,000	Assume 15 new adult members
Non-Playing Membership	134	134	0	57	1 Loyalty
Student Membership	500	250	-250	500	Assume 5 student members
Total MEMBERSHIP REVENUES	34,134	31,604	-2,530	30,352	
OTHER RECEIPTS					
Club Tournament Fees	1,000	1,035	35	1,000	
Interest Earned	2,500	2,520	20	2,700	
Other Income	0	24	24	0	
Total OTHER RECEIPTS	3,500	3,579	79	3,700	
TOTAL INCOME	50,584	45,025	-5,559	37,102	
EXPENSES					
ADMINISTRATION					
Advertising/Promotional	500	488	-12	500	
Bank charges	50	245	195	50	
City of New Westminster Licence	100	100	0	100	
Custodial	4,600	3,349	-1,251	3,400	
Executive fees	900	800	-100	700	
Insurance	3,200	3,231	31	3,500	
Meetings	100	48	-54	50	
Members Costs	0	185	185	400	Club Members Directory
Office/General Administrative Expenses	225	930	705	400	incl. Stamps
Online Services - ClubSpark & Credit Card	1,170	711	-459	1,000	ClubSpark & Online Transaction Costs
Postal Rent	140	138	-4	140	Royal City Mail Box
Professional Fees	150	148	-2	150	
Tennis BC	660	658	-2	660	
Trophies	200	47	-153	80	
Web Hosting	60	60	0	60	
Total ADMINISTRATION	12,055	11,134	-921	11,190	
BUILDING & GROUNDS					
Building Supplies	0	867	867	300	
Clubhouse Expenses	2,000	3,867	1,867	2,500	Blinds / Video Security System / Misc
Court Resurfacing	0	0	0	0	
Court Supplies	8,000	2,666	-5,334	1,000	
Grounds Maintenance	5,000	4,100	-900	4,400	
Power Washing	2,200	3,011	811	2,700	
Repairs	1,000	3,458	2,458	1,500	
Total BUILDING & GROUNDS	18,200	17,969	-231	12,400	
JR PROGRAM					
Junior Program Coaching	7,000	2,520	-4,480	0	
Junior Program Expenses	3,000	126	-2,874	0	
Total JR PROGRAM	10,000	2,646	-7,354	0	
Total LEAGUE TEAMS	400	0	-400	0	No League Play in 2021

New Westminster Tennis Club

Category Description	2020	2020	2020	2021	NOTES
	BUDGET	ACTUAL	Variance Over (Under)	PROPOSED BUDGET	
SOCIAL EXPENSES					
Club Tournament Costs	1,000	955	-45	1,000	
Social Function	1,100	629	-471	1,000	Includes Open House
Edith Webster Memorial	300	0	-300	300	NWTC hosting in 2021
Total SOCIAL EXPENSES	2,400	1,584	-816	2,300	
UTILITIES					
Electricity	1,500	1,344	-156	1,500	
Gas	1,200	1,378	178	1,400	
Metered Water & Sewer	2,000	1,645	-355	1,700	
Refuse Collection	300	538	238	550	
TV / Internet / Phone	1,900	2,015	115	1,950	
Total UTILITIES	6,900	6,920	20	7,100	
TOTAL EXPENSES	49,955	40,253	-9,702	32,990	
GROSS PROFIT (before Depreciation)	629	4,772	4,143	4,112	
Less: Depreciation	12,089	12,089	-0	11,626	
NET (LOSS) INCOME net of Depreciation	-11,460	-7,317	4,143	-7,514	

