



Minutes of Regular Executive Meeting **December 20th, 2021 at 5:00 PM**

In Attendance:

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

Via Whatsapp:

- Natalia Leposavic, Membership Director

1. Call to Order

The President called the regular board meeting to Order at 4:20pm and welcomed everyone.

2. 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 October 20th, 2021. The Board agreed there were no further errors or omissions and/or deletions. Accordingly, a Motion was made by Peter Szabo to approve said Minutes. Seconded by Fabio Prado. All in Favour.

Carried Unanimously.

3. President Report – Carole Hickey

a. Covid-19 Update and Clubhouse Restrictions

i. Renewal of Membership Vaccination Requirements

Carole advised the Board that the “Omicron” variant has put us once again in a state of flux and that there are two things we need to address at the AGM. A Referendum will be required to deal with our club vaccination policy (are members required to be vaccinated before renewing membership; is everyone required to be vaccinated before joining club; will there be any medical exemptions, and if so will they apply?).

In terms of guest policy, who will confirm guest vaccinations? Do we need to restrict the number of guests per member at any one time? What should be the guest fee amount?

Carole also mentioned that she had contacted various places to find out about availability for space to accommodate an in-person AGM (for around 40 people). She provided the Board with the options given to her and after some discussion, it was agreed that booking the River Room (located at the Centennial Community Centre) may be the way to go (cost is \$63 per hour). The River Room can hold up to 90 people. Carole then pointed to the draft AGM Agenda and asked the Board to comment or provide input. There was some discussion regarding how the Referendum topic will be approached, Quorum requirements, in-person attendance vs an electronic format, and the date of the AGM.

b. Club Pro Transition

Carole reminded the Board of Shelley's intention to reduce her duties as Club Pro. The Board discussed how the transition would take place, and who would take over. After some ideas were put forward (as well as questioning the need for a Club Pro), Carole advised that she will again follow up with Shelley to find out what she is still willing to do, versus what she wants to let go of. This will make it easier to determine the duty requirements for a new Club Pro, if we go that route. It was also noted that Shelley agreed to assist any new coach with his/her duties where she can.

c. Cleaning Contract - Expression of Interest

Carole advised that since the Expression of Interest email blast had gone out the membership to see if members had an interest in taking over the Janitorial contract, for January 1st, she had only received one member coming forward whose wife was interested (a non-member). It was also clarified by Chris that any janitorial contract is covered by our own insurance (through WorksafeBC). Other than that no one new had come forward and it was noted that the existing Janitor(s) could re-apply for a new 4 month contract.

4. Vice President Report – Terri Welch

Terri advised that she did contact the Project Manager at Douglas College who had invited our club to participate in a "community event". The information she got from him was that it would require us to supply our own tennis courts, and rackets for kids. Under the circumstances, the Board decided that participation in this event would serve no gain and the Board agreed not to go forward with it.

5. Treasurer Report – Chris Morrey-Jones

a. Financial Reports As of December 13th

Chris asked the Board to review the Balance and Profit and Loss sheets (copies attached) and reported that our profit for the year 2021 was \$19,648 (as of December 13th), before depreciation. However, there will be further postings that will affect this amount (ie utilities, repairs to the door, Diego's guest fees, etc). Carole asked about the lighting costs, which totaled \$27,000. Chris replied that no Reserve funds were used to pay for the lighting, just working capital, which have now been paid for in full.

Chris then highlighted the expenses incurred re utilities, repairs to the door (for the break in (Don Campbell will be arranging for the door work to be done by year end, if not early next year, however the amount will be expensed this year), and other smaller line items.

b. Year End Financial – Comparison to 2021 Budget

Chris pointed to the coloured year-end financial sheets (copy attached) and highlighted various discrepancies throughout the year. He also noted that we have come so far ahead financially, even with repairs, having projected a \$4,500 surplus. This amount includes payment for the new blinds (\$2,000) as well as the insurance deductible for the fence repair. The junior program income was \$5,617 (because of the mini camps), having budgeted for Junior Program at zero. Professional fees (legal costs) were budgeted at a much lower amount than actual cost at year end (\$698). Also, the actual office/administrative costs were much higher due to the purchase of a new Epson printer. Other discrepancies showed up in the Buildings and Grounds. It was also mentioned that court re-surfacing will not need to be done until 2023.

There was further discussion between Board members regarding larger items associated with certain repair work around clubhouse and deck which may need to be budgeted for in 2022. Specifically, the existing inspection report for the railing was well out of date having been done in February of 2012.

The Board generally agreed that we will need to obtain up-to-date inspections and quotes for this work, and Natalia agreed to obtain these quotes on behalf of the Board. Once obtained, decisions can be made at the next Board meeting and the costs can be included in Budget 2022.

Other suggestions were made to include in the budget for next year, for example a new net for court 4, however it was decided that Board members can send their "wish lists" to Chris for discussion ahead of the AGM.

c. Court Lighting

Chris gave an update on the lighting project and advised the Board that the lights weren't bright enough according to the intensity readings, so he arranged for the lighting suppliers to come back and take off the lenses and deflectors which would then increase the intensity of the new LED lights. Apparently, the amount of light getting through affects the intensity of the lighting. It is also important to stop the light from shining too brightly onto the neighbouring apartment buildings. The Sasco Contractors went back to do a retrofit (and provided the scissor lift). After Vaso did a walkthrough and Chris taking measurements of the light readings, we have an excellent light level intensity on all 4 courts (intensity of light has been adjusted according to the court number). Also the holdback amount that was released was \$2,000.00 which was combined with the additional Sasco Labour invoice of \$1,000.00 for a payment of \$3,000.00 to fulfill our commitment to Sasco for the installation of the new LED lights.

Vaso and Natalia were also thanked for their assistance with this project. It was also noted that the new lighting should also result in lower electricity costs!

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

a. Projected Repairs 2021/22

Terri reported that as a result of the break-in to the side glass door of the TV room she had called the contractor the next morning to get a quote on repairs. Since that time and due to supply chain issues, it will cost \$800 plus tax. The work will likely not get done until January, however the costs for this repair work will be expensed in this year.

7. **Membership Director – Natalia Leposavic**

a. Membership Numbers Summary

As of today the total number of NWTC members is 262. We have had an increase of 51 new members this year. Of note we still have 45 life members.

Natalia also pointed out that members, member contact info, and fob keys have all been properly recorded and up to date in the ClubSpark database. Since the system is now in good order and well established, it should be simple to roll it over into the next season.

As a side note, Natalia mentioned that we are getting low on fob key cards and need to purchase more for the new season. Chris suggested the keys be purchased in January/February 2022.

Natalia also raised a good point that the LED court lighting that we have now is not just a saving in electricity costs, it is also a more environmentally sound decision.

8. Organized Play & Social Director – Fabio Prado

a. Organized League Play 2022

Fabio advised he had not yet done anything regarding the league for 2022. However, he did send out a ClubSpark-generated email to all members of the club to determine how much league interest there was from the membership. He received 27 favourable responses (some of which went to the Treasurer). There was some confusion around this email as to what it was intended to achieve and whether or not it was for just league or also organized events and a discussion on the purpose of the email followed. Fabio was advised that it might be a good idea to have a conversation with Rob Sider about his role in League Play (as Organized Play Director) so that he knows what he needs to do and what information will be required from Captains of league teams. Carole also mentioned that league practices may need to be considered (for both men and women's teams). Chris mentioned that league matches for men's division teams will be taking up all four courts on nearly every Saturday and Sunday mornings during league season since the men have 3 teams. After league season is over, there was a suggestion that the Saturday Morning Organized Play event should revert back to 9am-1pm.

At the end of this discussion, Natalia raised the idea that we need to put proposals in place with respect to Organized Play events (particularly for the Saturday morning mixed doubles play). In doing so, any proposals that are formally adopted (ie approved by the membership at the AGM) shall be shown on the club calendar. This information is vital to let members know what is going on at our club and when.

9. IT and Communications Director – Peter Szabo

a. Light Switch Outside Bottom Door to Courts

Peter suggested we get a light switch to control the court lights, and locate the switch panel at the bottom door leading to the courts. We should do this first thing in the new year. This will make it easier for players to turn on the lights when needed, without going into the clubhouse, and there's also a timer set for the lights to promptly go off at 11:00pm. Setting this up would require an extension from the panel to the outside with a quad switch that will turn on the 4 court lights. Someone with electrical experience could likely do this, and of course all 4 court lights will continue to function individually.

b. Installation of Outside Camera

Peter advised that that outside camera has still not been installed. He suggested we hire an electrician to evaluate the proposed location of the camera.

We need to have a line run in for the power, and then it can be installed (the sooner the better). What would be the cost of this?

c. Purchase of Additional NEST Camera

To further enhance security Peter suggested we consider the purchase of an additional NEST camera. Could one be installed by a member? Every NEST camera has an actual IP address and code for viewing. It will better cover the courts and it could be installed on the courtside window in the upstairs TV room. It will probably need to be a WiFi camera since getting a cabled extension from the main room to the TV room might be difficult. Do we have a budget for this work? (cost would be around \$300).

d. Status of IT & Communications Director

Peter confirmed he will be here for the next year and can stay on as IT & Comms Director. He will also commit to organizing the Club Tournament next year and agreed to be Tournament Director. The Board was pleased by this news. Carole said she would like to help out in any way she can (it was also mentioned that ClubSpark may end up being the database software for tournament scheduling).

10. Secretary Report

a. Bylaw Filings and Amendments under *Societies Act*

Amelia confirmed that the Society filings and Bylaw Amendments are now complete for 2021 under the *Societies Act*. In addition, the legal bill has been paid. Chris will follow up with Alex Sweezey regarding legal services provided in 2021.

b. New Printer

Amelia confirmed that a new colour printer was purchased and has now properly been installed in the office with a bill paid at \$425 plus tax. As the existing printer became redundant, the Board discussed the various options for disposal/recycling. It was ultimately decided that we will dispose of it locally.

11. Adjournment

Before moving to adjourn the meeting, the Board confirmed the next Board meeting for Wednesday, February 9th, 2021. A Motion was made by Chris Morrey-Jones to adjourn the meeting at 6:30pm, seconded by Terri Welch. All in Favour.

Carried unanimously.

NWTC

Balance Sheet

As of December 13, 2021

	TOTAL
Assets	
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	10,811.04
Vancity Term Deposits	89,526.92
Total Van City Funds	121,033.26
Total Cash and Cash Equivalent	\$121,057.49
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable (A/R)	\$0.00
Prepaid Expenses	3,309.00
Total Current Assets	\$124,366.49
Non-current Assets	
Property, plant and equipment	
Accumulated Amortization	-233,823.84
Fixed Assets	360,964.89
Total Property, plant and equipment	\$127,141.05
Security Deposits	26.00
Total Non Current Assets	\$127,167.05
Total Assets	\$251,533.54
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	4,460.00
Total Non-current Liabilities	\$4,460.00
Total Liabilities	\$4,460.00
Equity	
Retained Earnings	227,425.54
Profit for the year	19,648.00
Total Equity	\$247,073.54
Total Liabilities and Equity	\$251,533.54

NWTC

Profit and Loss

January 1 - December 13, 2021

	TOTAL
INCOME	
FEEES	
Guest Fees	1,242.00
Initiation Fees	7,850.00
Late Fees	225.00
Total FEEES	9,317.00
JUNIOR PROGRAM	6,072.00
MEMBERSHIP REVENUES	
Adult Membership	25,125.00
Intermediate Membership	285.00
Junior Membership	1,060.00
New Members	7,700.00
Non-Playing Membership	123.95
Student Membership	650.00
Total MEMBERSHIP REVENUES	34,943.95
OTHER RECEIPTS	
Club Tournament Fees	1,120.00
Interest Earned	2,701.82
Other Income	556.50
Total OTHER RECEIPTS	4,378.32
Uncategorized Income	0.00
Total Income	\$54,711.27
GROSS PROFIT	\$54,711.27
EXPENSES	
ADMINISTRATION	
Advertising/Promotional	222.88
Bank charges	43.20
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	1,042.22
Online Services - ClubSpark & Credit Card Processing	1,044.32
Postal Rent	136.00
Professional Fees	697.73
Tennis BC	658.35
Web Hosting	25.00
Total ADMINISTRATION	10,101.28
BUILDING & GROUNDS	
Building Supplies	403.94
Clubhouse Expenses	3,413.48
Court Supplies	542.01
Grounds Maintenance	4,599.57

NWTC

Profit and Loss

January 1 - December 13, 2021

	TOTAL
Power Washing	2,362.50
Repairs	0.00
Total BUILDING & GROUNDS	11,321.50
JR PROGRAM	
Junior Program Coaching	5,475.00
Junior Program Expenses	141.74
Total JR PROGRAM	5,616.74
SOCIAL EXPENSES	
Club Tournament Costs	1,169.77
Edith Webster Memorial Expenses	245.35
Social Function	810.48
Total SOCIAL EXPENSES	2,225.60
Uncategorized Expense	0.00
UTILITIES	
Electricity	1,119.67
Gas	931.70
Metered Water & Sewer	1,612.11
Refuse Collection	384.24
TV / Internet / Phone	1,750.43
Total UTILITIES	5,798.15
Total Expenses	\$35,063.27
PROFIT	\$19,648.00

**2021 Actual to Budget Comparison
New Westminster Tennis Club**

Category Description	2021 BUDGET	2021 ACTUAL	2021 Variance Over (Under)	NOTES
INCOME				
FEEES				
Guest Fees	800	1,242	442	
Initiation Fees	2,260	7,850	5,600	
Late Fees	0	225	225	
Total FEEES	3,050	9,317	6,267	
JUNIOR PROGRAM	0	6,072	6,072	
MEMBERSHIP REVENUES				
Adult Membership	25,800	25,125	-675	
Intermediate Membership	285	285	0	
Junior Membership	710	1,060	350	
New Members	3,000	7,700	4,700	
Non-Playing Membership	114	124	10	
Student Membership	500	650	150	
Total MEMBERSHIP REVENUES	30,409	34,944	4,535	
OTHER RECEIPTS				
Club Tournament Fees	1,000	1,120	120	
Interest Earned	2,700	2,702	2	
Other Income	0	556	556	City of New West Recreation Tennis Program
Total OTHER RECEIPTS	3,700	4,378	678	
TOTAL INCOME	37,159	54,711	17,552	
EXPENSES				
ADMINISTRATION				
Advertising/Promotional	500	223	-277	
Bank charges	50	43	-7	
City of New Westminster Licence	100	100	0	
Custodial	3,400	1,913	-1,487	
Executive fees	700	520	-180	
Insurance	3,500	3,520	20	
Meetings	50	0	-50	
Members Costs	150	179	29	
Office/General Administrative Expenses	400	1,042	642	
Online Services - ClubSpark & Credit Card Processing	1,000	1,044	44	
Postal Rent	140	136	-4	
Professional Fees	150	698	548	
Tennis BC	660	658	-2	
Trophies	80	0	-80	
Web Hosting	60	25	-35	
Total ADMINISTRATION	10,940	10,101	-839	
BUILDING & GROUNDS				
Building Supplies	300	404	104	
Clubhouse Expenses	2,000	3,352	1,352	
Court Resurfacing	0	0	0	
Court Supplies	1,000	842	-158	
Grounds Maintenance	4,400	4,400	0	
Power Washing	2,700	2,363	-337	
Repairs	1,500	961	-539	Broken Door Repair - scheduled for December
Total BUILDING & GROUNDS	11,900	12,322	422	
JR PROGRAM				
Junior Program Coaching	0	5,475	5,475	
Junior Program Expenses	0	142	142	
Total JR PROGRAM	0	5,617	5,617	
Total LEAGUE TEAMS	400	0	-400	

**2021 Actual to Budget Comparison
New Westminster Tennis Club**

Category Description	2021 BUDGET	2021 ACTUAL	2021 Variance Over (Under)	NOTES
SOCIAL EXPENSES				
Club Tournament Costs	1,000	1,170	170	
Edith Webster Memorial	300	245	-55	
Social Function	1,000	810	-190	
Total SOCIAL EXPENSES	2,300	2,225	-75	
UTILITIES				
Electricity	1,500	1,199	-301	
Gas	1,400	932	-468	
Metered Water & Sewer	1,700	1,780	80	
Refuse Collection	550	463	-87	
TV / Internet / Phone	1,950	1,909	-41	
Total UTILITIES	7,100	6,263	-837	
TOTAL EXPENSES	32,640	36,528	3,888	
GROSS PROFIT (before Depreciation)	4,519	18,183	13,664	