



NWTC Board Meeting Minutes February 9th, 2022

Executive Committee

Carole Hickey, President
Terri Welch, Vice President and Buildings and Grounds Director
Chris Morrey-Jones, Treasurer
Amelia Weatherbe, Secretary
Peter Szabo, IT & Communications Director
Natalia Leposavic, Membership Director (via Whatsapp)

Regrets:

- Fabio Prado, Organized Play and Social Director

1. Call to Order

The President called the Meeting to Order at 4:28pm.

2. Approval of Past Meeting Minutes of Board Meeting of December 15th, 2021

Carole asked if everyone had had a chance to read the Minutes of the Meeting of December 15th, 2021 and asked if there were any changes or additions, which Amelia confirmed had been made. Accordingly, a Motion was made by Chris M-J, seconded by Carole Hickey to approve the Minutes of the said Regular Meeting.

Motion Carried.

3. President's Report

- a. Covid -19 Update:
 - i. Mandatory Vaccinations for Members?

Carole advised the fact that the ongoing COVID-19 situation may give rise to the Board making a recommendation on this issue. After some discussion, the Board decided it was still important to take the membership requirements, in light of the ongoing pandemic effect to the membership at the AGM, for discussion. The Board also decided that there was no point in changing any policy until more is known. The club will continue to follow the mandates of the BC provincial government, for the time being.

- ii. Mandatory Vaccinations for Guests?

The comments noted above will apply to guests, but should also include some discussion as to whether or not we should amend our guest policy. Generally it was agreed that guest restrictions should be silent, except during peak playing time, as it doesn't matter how many visitors we have entering the club as long as revenues are being generated.

b. AGM 2022 Discussions

After discussing the content of the latest version of the draft AGM, it was decided that some further changes needed to be made.

c. Club Pro Transition

Carole has not yet had a chance to talk to Shelley again about the duties she wants to relinquish at the club.

ADDENDUM TO MINUTES: Carole has spoken to Shelley. Shelley will present a proposal incorporating the entire plan for the 2022 playing season.

d. Janitorial Contract

Carole advised that there was a verbal janitorial contract in place which would expire on March 31st, 2022. There is no need to advertise for the following period as we have several candidates. Terri has agreed to consider the new candidates and put the arrangements in motion for the new contract in April 1st.

e. Outdoor Maintenance Contract

Don Campbell has agreed to continue as our Buildings and Grounds maintenance person 2022/23 season. His contract is verbal, but he does invoice the club on a monthly basis.

4. Treasurer's Report

a. Year End Financials 2021

All yearend financial documents were provided by Chris, and these are attached to the Minutes. Chris gave a very exhaustive overview and highlighted the club's expenses and variances from the budget in the past year. He also pointed to the "2021 Budget Comparison" sheets and highlighted the variances.

b. Preliminary Budget 2022 (Proposed)

The Board then reviewed the 2-page sheet "Budget 2022". Each of the items under the budget review were discussed amongst the Board members in attendance. Since all Directors had some input to the preparation of this budget, some discussion was devoted to the various expenses necessary for club operations in the year ahead. Along with the expenses, Chris highlighted all avenues of revenue.

c. Coaching of 2022 Junior Mini-Clinics (July and August)

Chris announced he would not be involved with junior minicamps this year, but would help whoever would be doing it. The Board will seek a Junior Program Director for the 2022 season at the upcoming AGM.

d. Fire Inspection

Carole mentioned that she had received an email from the Fire Inspector requesting that they carry out a fire inspection at our facility. Since this duty falls to the President, Carole advised she will make the necessary arrangements to have the inspection done.

ADDENDUM TO MINUTES: The fire inspection took place on Sunday, February 13th, 2022 at 1pm. A report has now been forwarded to Buildings and Grounds Director. The corrections need to be completed by mid-March. Carole will follow up to ensure they have been done.

5. Budget Proposals

a. Pressure Washing (Dates)

Terri advised that the power washing dates cannot be confirmed until the AGM is over because we first need to ensure we have the deck and railing work approved.

b. Purchase of New Tennis Net (Court 4)

A new tennis net and ratcheting assembly was purchased from Tomko for approximately \$500, which is to be installed shortly.

c. Court Resurfacing in 2023

Chris advised that Tomko Sports quoted a budget number for resurfacing courts with 4 coat Plexipave system in the sum of \$35,000, plus GST. Although it is tough to say where pricing will be next year due to supply chain issues, Chris spoke with Don Campbell about court resurfacing. Don believes that we can defer this cost until 2023/24.

d. Decking Work Quotations

Terri listed four quotes that she has received from various companies to repair/replace the deck and railing, which included 4 estimates ranging from \$23K to \$39K. Terri listed all 4 quotes to the Board, as follows:- "UB Waterproof Decks and Home Renovations" (\$24,200), "Citywide Sundecks and Railings" (\$32,370), "Horizon Vinyl Sundeck Ltd" (\$22,890), and "Quality Vinyl Decking" (\$39,360). After some discussion, Terri advised that her recommendation would be "UB Decking", since they have a great deal of experience and expertise in this area, and their cost is reasonable. The Board agreed, but Chris advised that since the cost of the work would be a capital expense, it needs to be included in the Budget 2022 for approval at the AGM. Terri will engage UB Decking and ask them to be ready to do the work as quickly as possible after March 6th (i.e. the expense will be subject to AGM approval).

e. Office Furniture and Supplies

Discussions were had around items needed for the club outside on the patio. Terri will get quotes.

f. Rat Problem

Chris mentioned that Don Campbell brought to his attention a rat problem as he had caught several rats. Following a discussion on this issue, Terri advised that she had been in touch with the City to have them come and prune the branches that touch on the club's roof, but they will only do that in the Spring. In the meantime, it was suggested that we contact a Pest Control company to have them diagnose the problem and provide a quote for a cleanup. Terri agreed to do that.

6. **Organized Play/Social Director**

a. Follow up on League 2022

In Fabio's absence, Carole advised that the ClubSpark e-mail that was sent out over a month ago had triggered many responses from club members. Amelia also advised that as a result of this exercise, Rob Sider generated a list of both male and female members who have showed interest in playing league play in 2022. The list revealed that we have two men's teams and two ladies teams (a 3rd team would be tentative). Amelia asked how we go about obtaining the ProPenn tennis balls for league home matches. As soon as the numbers of matches are confirmed by teams, the balls will be purchased and each team member will contribute a share of the cost.

7. **Secretary Report**

a. Update on DropBox Re-organization

Amelia reported on the progress of her project to re-organize the Dropbox folders, which is now 99% complete. The filing system in Dropbox has been completely re-organized, from year to year with appropriate file labelling, starting from 2016 (anything further back that that is not relevant or useful). The new system will be particularly helpful to new Directors coming onto the Board, and noted that Directors will be free to deposit their Board-role related documents into Dropbox.

Next Board meeting will be set at conclusion of the AGM.

8. **Motion to Adjourn**

At 6:20pm, Terri Welch made a motion to adjourn the meeting, Carole Hickey seconded. The meeting was so adjourned.

Motion Carried.

NWTC

Profit and Loss

January - December 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	44.10
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	10,102.18
BUILDING & GROUNDS	
Building Supplies	403.94
Clubhouse Expenses	3,352.18
Court Supplies	841.58
Grounds Maintenance	4,400.00

NWTC

Profit and Loss

January - December 2021

	TOTAL
Power Washing	2,362.50
Repairs	901.30
Total BUILDING & GROUNDS	12,261.50
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	1,199.32
Gas	931.70
Metered Water & Sewer	1,907.93
Refuse Collection	541.30
TV / Internet / Phone	1,909.56
Total UTILITIES	6,489.81
DEPRECIATION	14,556.62
Total Expenses	\$51,252.45
PROFIT	\$3,458.82

NWTC

Balance Sheet

As of December 31, 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	9,178.48
Vancity Term Deposits	89,526.92
Total Van City Funds	119,400.70
Total Cash and Cash Equivalent	\$119,424.93
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	\$122,733.93
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	\$249,900.98
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	18,015.44
Total Equity	\$245,440.98
Total Liabilities and Equity	\$249,900.98

NWTC

Balance Sheet

As of December 31, 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	9,178.48
Vancity Term Deposits	89,526.92
Total Van City Funds	119,400.70
Total Cash and Cash Equivalent	\$119,424.93
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	\$122,733.93
Non-current Assets	
Property, plant and equipment	
Accumulated Amortization	-248,380.46
Fixed Assets	360,964.89
Total Property, plant and equipment	\$112,584.43
Security Deposits	26.00
Total Non Current Assets	\$112,610.43
Total Assets	\$235,344.36
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	3,458.82
Total Equity	\$230,884.36
Total Liabilities and Equity	\$235,344.36

NWTC

Balance Sheet

As of December 31, 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	9,178.48
Vancity Term Deposits	89,526.92
Total Van City Funds	119,400.70
Total Cash and Cash Equivalent	\$119,424.93
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	\$122,733.93
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	\$249,900.98
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	18,015.44
Total Equity	\$245,440.98
Total Liabilities and Equity	\$249,900.98

2021 Actual to Budget Comparison New Westminster Tennis Club

created for 2022 AGM

Category Description	2021 BUDGET	2021 ACTUAL	2021 Variance Over (Under)	NOTES
INCOME				
FEEES				
Guest Fees	800	1,242	442	
Initiation Fees	2,250	7,850	5,600	
Late Fees	0	225	225	
Total FEEES	3,050	9,317	6,267	
JUNIOR PROGRAM	0	6,072	6,072	Actually Operated a Junior Program in 2021
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	557	557	
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	44	-6	
City of New Westminster Licence	100	100	0	
Custodial	3,400	1,913	-1,488	
Executive fees	700	520	-180	
Insurance	3,500	3,520	20	
Meetings	50		-50	
Members Costs	150	179	29	
Office/General Administrative Expenses	400	1,042	642	Club Computer Upgrade / Epson Colour Printer
Online Services - ClubSpark & Credit Card F	1,000	1,044	44	
Postal Rent	140	136	-4	
Professional Fees	150	698	548	
Tennis BC	660	658	-2	
Trophies	80		-80	
Web Hosting	60	25	-35	
Total ADMINISTRATION	10,940	10,102	-838	

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

created for 2022 AGM

Category Description	2021 BUDGET	2021 ACTUAL	2021 Variance Over (Under)	NOTES
BUILDING & GROUNDS				
Building Supplies	300	404	104	
Clubhouse Expenses	2,000	3,352	1,352	Blinds (\$2,360)
Court Resurfacing	0		0	
Court Supplies	1,000	842	-158	
Grounds Maintenance	4,400	4,400	0	
Power Washing	2,700	2,363	-338	
Repairs	1,500	901	-599	
Total BUILDING & GROUNDS	11,900	12,262	362	
JR PROGRAM				
Junior Program Coaching	0	5,475	5,475	
Junior Program Expenses	0	142	142	
Total JR PROGRAM	0	5,617	5,617	Operated a Junior Program in 2021
Total LEAGUE TEAMS	400		-400	
SOCIAL EXPENSES				
Club Tournament Costs	1,000	1,170	170	
Social Function	1,000	810	-190	
Edith Webster Memorial	300	245	-55	
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	1,908	208	
Refuse Collection	550	541	-9	
TV / Internet / Phone	1,950	1,910	-40	
Total UTILITIES	7,100	6,490	-610	
TOTAL EXPENSES	32,640	36,695	4,055	
GROSS PROFIT (before Depreciation)	4,519	18,016	13,497	
Less: Depreciation	11,626	14,557	2,931	
NET (LOSS) INCOME net of Depreciation	-7,107	3,459	10,566	