



NWTC Board Meeting Minutes

March 23rd, 2022

Executive Committee

- Carole Hickey, President
- Dave De Ruitter, Vice President
- Amelia Weatherbe, Secretary
- Terri Welch, Buildings and Grounds Director
- Arwi Kaur, Membership Director
- Anna Kubrack, Social Director
- Juanita Nolan, Organized Play Director
- Mike Sirilla
- Marlene Saunders

Regrets:

- Peter Szabo, IT & Communications Director

1. Call to Order

The President called the Meeting to Order at 4:32pm.

2. President Reports – Carole Hickey

a. Welcome to New Members 2022

Carole welcomed the new board members to the 2022 tennis season and announced that board meetings are generally held every 4-6 weeks.

b. Motion to Approve the Minutes of the Meeting of February 9th, 2022

Carole asked if everyone who was present at the previous board meeting had had a chance to review the minutes and if there were any changes or omissions. It was noted that some changes had been made to the Minutes and they were now in final form. She then noted that most of the board members at this meeting were not present at the February 9th, 2022, meeting, and therefore may not be comfortable approving those Minutes. However, hearing no objections, Terri made a motion to approve the Minutes of the meeting of February 9th, 2022, seconded by Carole Hickey. All in favour. None opposed.

Motion Carried unanimously.

c. Covid-19 Updates

Carole stated that despite announcements regarding subvariants of Covid-19 (outside this country), the health measures and protocols are status quo and that typically the Club will follow TennisBC and PHO guidelines and that if there are any changes, the Board makes that decision.

d. Motion to Approve Mike Sirilla as Treasurer

After Mike introduced himself to the Board and gave an account of his accounting experience, and a round of applause was given. A motion was made by Dave de Ruiter to approve Mike Sirilla as Treasurer, seconded by Amelia Weatherbe. All in favour. None opposed.

Motion Carried unanimously.

e. Motion to Approve Marlene Saunders as Junior Program Director

Marlene Saunders arrived at the Board meeting and introduced herself. She then advised she was applying as Junior Program Director and gave an overview of her experience as a tennis mom. After some discussion, Terri made a motion to approve Marlene Saunders as Junior Program Director, seconded by Carole Hickey. All in favour. None opposed. 1 abstained.

Motion Carried.

f. Tentative Lesson Plan for 2022

Carole mentioned that she had met with Shelley, who suggested that we hire a new assistant coach whose name is Jack Pei Xiao, who is interested in helping Shelley run the Junior Program. Jack currently coaches at BTC and is the Club Pro at Coquitlam, and comes highly recommended. Carole advised that Shelley and Jack had come up with a junior program and lesson plan, the details of which she read out to the board. This proposal is only tentative until such time as the Board has a chance to consider these details (including junior minicamps, and children and adult lessons) on a fuller basis.

3. **Vice President Reports – Dave De Ruiter**

a. Signing Authorities

Before this topic was discussed, Dave informed the Board that he was looking forward to being on the board in seeking to find the best fit for inclusivity for all club members. When Chris gets back, the signing authorities will need to be arranged with VanCity, by way of an in person appointment.

4. **Treasurer Report – Mike Sirilla**

Carole congratulated Mike on stepping up to this position and welcomed him. Mike reiterated Dave's comments that he was excited to be on the Board. Once Chris is back, he will meet with Mike to go over the accounting practices for the club to help in this transition process.

5. **Buildings and Grounds Director Reports – Terri Welch**

a. Update on Deck and Railing Project

Terri produced an invoice from UB Waterproof Decks & Home Renovations, for the work done to date, amounting to \$11,345.25 (about half of the full price). The work includes removing and disposing of the existing railings, vinyl and flashings, and painting the post. The railings are made to order and are being painted, and will be another two weeks before they will be delivered. It was also noted that the stairs need replacing, which will cost another \$1,900 including tax (another bill for at least \$13,000 is pending). She also mentioned that she assumed that it was the City who came to remove some of the trees in front of the clubhouse. The tree branches along the clubhouse roof are still not trimmed yet (we are still waiting for the City to do that). Also, Don had mentioned there were some cracks on the surface of Court 1. Terri will ask the power washer who may be able to repair them.

b. Power Washing

Terri advised that the power washing will be done over two or three days, on March 30th, March 31st, and possibly April 1st (nets will come down during this time). An email blast will go out to the membership to announce the courts will be off-limits during this time.

c. Changeover of Custodian Cleaning Contract

Terri asked why we need to have a written contract given that we don't have one for Don Campbell. There was a fulsome discussion around why a contract is necessary. Carole gave reasons as to why we need one, however other opinions were expressed by the Board. Roll over to April 1st. Terri announced that she would be willing to advertise the position for April 1st, however she indicated a preference to continue with Juanita and Madeleine because it showed support for the junior program and provides an income. There was some misunderstanding around when the new contract should start, which was ultimately confirmed to be April 1st. Terri agreed to prepare a new contract for April 1st for a 3 month term (@ 4 hours per week subject to adjustments).

6. **Membership Director Report – Arwi Kaur**

a. Roster Booklets

Arwi first mentioned that she was getting many sign-ups for membership renewals will be meeting with Natalia Leposavic on Saturday morning to go over the membership director duties and orientation. There was also a discussion on how best to advertise for club membership.

As to the roster booklets, a lengthy discussion broke out to decide whether we should have them, and why we can't have the roster list appended to the website, and why the booklet contains two sets of different information (i.e. orientation information/rules and regulations, as well as the contact list). Carole pointed out good reasons for members to have a roster booklet, which includes the club policies. Arwi will look into how we can create a club member contact list which can be appended to the website. She will also get quotes from printing companies as to how much booklets will cost.

7. **Organized Play Director – Juanita Nolan**

a. Organized Play Mixed Doubles Event

Juanita advised that she was aware of the Friday morning Organized Play event, which she will discuss with Chris upon his return. There was also a discussion around league matches and what her responsibilities were.

8. **IT & Communication & Communications Director - Carole in Peter's absence**

a. Clubhouse Security Issues

Carole read out Peter's emails which document an intruder coming into the clubhouse at different times of the night (after midnight) over a two-week period. The video clip captured by Peter showing the intruder inside the clubhouse was shown to the Board (about one minute). There was discussion around the what his intentions were or his purposes, to be at the clubhouse at that time of night. It was agreed by Mike Sirilla that he would reach out to this member and bring the matter to the member's attention.

b. Calendar Entries

Carole advised the Board that the club calendar is there for a reason: to notify members of what events are going on at the club and when. This calendar is very important to be kept up to date and members should be encouraged and reminded to look at it. It was noted that while the website calendar does appear to contain the events going forward, the ClubSpark calendar has not been updated. When Peter gets back next week, he will ensure the event entries are all up to date (including league home match dates).

9. **Junior Program Director**

Since the junior program topic was discussed at great length under the President's Report, junior program issues have already been covered.

10. **Social Director – Anna Kubrak**

a. Volunteer/Clean up Day

Anna was welcomed and applauded for stepping up to this exciting role! There was a lengthy discussion around when to have the volunteer day event. Ultimately, it was suggested it be held on Saturday, April 2nd, from 2- 4pm. An email blast will go out to the membership to announce the details (Anna to draft for Carole's review). Refreshments will be provided. Anna also asked to have new social event topics added to the Agenda for next month's meeting, which she will send to Amelia. Mike suggested we have a facebook page for NWTC. It was mentioned that there already is one, however but it does not appear to have been maintained since 2017/2018. It is also unknown who owns the page. This issue will be addressed with Peter.

11. Secretary Report – Amelia Weatherbe

a. NWTC Drop Box

Amelia explained to new members of the Board the existence of the NWTC Drop Box and how the folders are organized. Essentially, the Dropbox system contains all the official documents of the club and may be used for Directors to deposit their own subject matter documents. Peter will set up access for the new Board Directors upon his return.

b. Board Meetings and Board Member Absences

Amelia advised that our board meetings are held roughly every 4-6 weeks, and that we typically choose Wednesdays. However, the 4:30pm start time may need to be adjusted to accommodate workers. It was agreed that 5:30pm start times would work better. The next Board meeting was set for Wednesday, April 20th.

12. Motion to Adjourn

At 6:10pm, Amelia Weatherbe made a motion to adjourn the meeting, Carole Hickey seconded. The meeting was so adjourned.

Motion Carried unanimously.