

Mill Bay Tennis Club



Board Meeting
Grant and Corinne's Cabin

May 18th, 2017

2:30-4:30pm

Minutes

2:30pm Call meeting to order – Grant

2:41pm Board members and Guests Present –

Board Present : Grant Price, Phyllis Daniel, Drew Burgwin, David Mogg, and Cathy Waet

Board Absent: Corinne Price and Penny Kemshaw

Guests Present: none

2:42pm Approval of Previous Board Minutes – April minutes approved.

2:35pm Status of action items :

- **Action: Drew** will put a sign up to remind users to lock the gate when finished playing. Cathy has agreed to make a sign saying “Lock Gate”, in big letters, and include our logo (smaller but readable up close).
 - Done – Cathy installed interim sign
- **Action: Drew** will report on crack issues and will be in touch with Dale re warranty etc. Drew planned to talk with them near the end of April about a few specific cracks. We were reminded the courts surfacing is only expected to last 5-7 years, and as a club we need to keep putting a little money aside each year to resurface the courts again...currently projected in 2022.
 - Drew confirmed that on May 24 and 25 the courts are scheduled to be worked on (under warranty), to fix some cracks and peeling tap. If more time is required Drew will encourage the work be done on the following Saturday.
- **Action: Grant** will contact the President of the MBCL and introduce himself, and ask what expectations they may have from our board in reporting out our activities.
 - Done - Grant did contact Norm Wills MBCL Vice President, and former long time President. Grant copied Norm on a number of documents, in particular insurance documents that mentions the MBCL is covered under our insurance. Grant will also copy Norm on Board Minutes, so he can be apprised on what we are doing, and planning.

- **Action: Corinne** will shortly be filing our requirements under the Societies Act with the province (i.e. AGM minutes; budget information and the mailing addresses and titles of the board members. It currently cost \$40.
 - Done – while our filing requirements this year only included the date of the AGM, and the name and addresses of board members, next year’s amendments to the Societies Act will require us to file additional information (e.g. our ByLaws). The cost is also expected to go up marginally.
- **Action: Grant** will contact George Kemsshaw to get a better understanding about what insurance we have, and need as a club...and report back to the board.
 - Grant did review the insurance documents with George, and in short, it all looks good, however George is still looking to get confirmation on two items from SBC Insurance Agencies LTD. i.e.: is “maintenance” an insured activity (it was last year, but isn’t expressly stated in the current documents); and how, or is, our insurance impacted by members paying Raj fees for lessons.
- **Action: Corinne** will arrange with the bank to add Cathy and Phyllis as signing authorities.
 - Done – plus Judy and Julie were removed as signing authorities.
- **Action: Penny** has agreed to contact 25 members from last year that did not join this year. David collected the contact information and passed it to Penny.
 - Penny sent out emails to them all, then David followed up by phoning each of them. This added contact was appreciated by many, and is spurring some to re-join...plus revealed reasons why some did not. **Action: David** will report out his finding once he has heard back from those he has tried to contact.
- **Action: Grant** prepared an Events Calendar to help manage activities the board must plan for, and action throughout the year. This will be constantly updated.
 - Done...and ongoing
- **Action: Grant** prepared a list of Contacts the Board may occasionally use. This will also be constantly updated.
 - Done...and ongoing
- The board has approved the expenditure of \$200 towards paying for half of the cost of his powerwashing. **Action: Corinne** will arrange for the payment.
 - Done – Mike advised that as the club is not regularly using his court, he no longer expects this payment. Thanks Mike.
- **Action: Drew** will do in inventory of the signs on and around the courts to see what exists, so we can review and develop a better strategy about: what they should say; where they should be; a more professional look etc. Potentially to include: times available to the public; proper foot wear; keep gate locked; MBTC contact info; play at your own risk; tennis use only; owned by MBCL?
 - Drew did the inventory, then Grant updated some of the wording and had new metal signs made up by Cowichan Press. Drew and Grant will arrange to have the signs put up shortly. Grant absorbed to cost for the signs.
- **Action: Drew** will cost out replacing the screens we attach to the fencing, as they are starting to fall apart. Plus look into the cost to silk screen our logo and name on them.

2:50pm **Board Member Reports** -

• **President – Grant**

- Hans Dewit created a higher resolution version of our logo using vector based artwork...”which is scalable to any size without loss of resolution”. Thanks Hans.
- “Just Sew” still has our logo for embroidering hats, shirts etc. Our club isn’t rich enough to stalk a supply of these items so.....**Action: Grant** will send out an email letting people know about “Just Sew” and an idea of pricing.
- To avoid confusion about who should follow-up on emails coming into the Club, only David, Corinne and Grant get emails sent to info@millbaytennis.com .
- Grant reminded the executive that we have the ability to use “surveymonkey” in case the need arose....although no one anticipated a need. **Action: Grant** did agree to send out an email in late June, asking members how they thought things were going, and if they had any constructive suggestions.
- Grant asked if there were any comments about the changes to our website, which is now up-to-date. None offered.
- Corinne and Grant will be away June 3-14, so no advanced agenda in June. Any board member can call a meeting, otherwise Grant will just go out with some minutes for June (but no meeting). The minutes will just reflect updates on action items.

• **Secretary / Treasurer – Corinne provided info for Grant to share with board...**

- Bank balance is \$12,387.18
- The annual operating budget is still on target as we currently have 72 members, and it looks like we will shortly get the minimum 75 members to afford all projected items. For details members can view the 3 year strategic plan on the website under Club Documentation. The largest expenditure is putting aside \$3000 each year to ensure we have funds to resurface the courts every 5-7 years. Last resurfacing was in 2016.

• **Communications – Phyllis**

- Phyllis commented that she receives a lot of email associated with the club, and of particular concern was the habit of some to “respond to all”, when responding to the sender would be sufficient.

• **Maintenance – Drew**

- Powerwashing the courts is still scheduled for May 23rd.
- Brian (Bugsy) Johnson put 4 planks up with two hangers on each, so members could hang their coats and tennis bags....rather than leaving them on the ground (with the bugs) or on the benches, taking up seating space. Thanks Brian.
- The wooden box that was removed because it was falling apart, has been missed....for storing balls; put up the latest schedules; and storing the stick used to measure the net height. **Action: Drew** will give the box to Gordon, who agreed to repair it, so it could be reinstalled as it was last year.
- Drew was able to secure the two hard courts at South Cowichan Lawn Tennis Club (SCLTC) for May 23, 25, and 26th , while our courts are being worked on. The board has approved a token \$100 payment to SCLTC, with thanks.

- **Membership – David**
 - See related comments above. David is working hard to get our membership number up to, and past 75.
- **Activities – Penny (*absent on holidays*)**
 - Strawberry Tea Social Tournament scheduled for June 18th. The board wanted to know how we could help Penny.
- **Director-at-Large – Cathy**
 - MBCL requested our club provide 6 people or 3 couples to secure the two doors at their fundraising dance on July 1st (with Smiley Family Band) at Kerry Park curling rink. Ken and Cathy agree to attend, as did Linda and Jack. Yvonne and Tony also expressed interest. **Action: Cathy** will follow-up with these couples to ensure they are going, so Ken can report back to the MBCL that we are meeting their request.

4:20pm **Adjourn**

Minutes prepared by Grant Price and reviewed by the Board members before posting on our website.

Next Meeting Scheduled for: Thursday June 15th, 2017