

Mill Bay Tennis Club



Board Meeting
Grant and Corinne's Cabin
2382 Shawnigan Rd (East Side)

April 19, 2018

3:00-4:30pm

Minutes

3:00pm Meeting to order – Grant

3:00pm Board members and Guests Present –

Board Present: Grant Price, Corinne Price (left at 4:00pm), David Mogg, Cathy Waet, and Brian Johnson

Board unable to attend: Hans Dewit

Guests Present: None

3:10pm Review “previous” action items :

- **Action: Grant** will send an email to the 75 members from 2017 to see how many are actually receiving the emails that are sent via “MailChimp”. The concern is a considerable number of members have security setting on the email systems that direct emails using “MailChimp” to their “junk mail”. – Done: of 75 members, 20 did not reply, and therefore assumed they didn't receive the email. Grant made up a separate distribution list for these people to ensure they receive future communications...at least for the next month or two, until 2018 registration is over.
- **Action: Grant** will send out an email reminding players about the AGM. - Done
- **Action: Grant** will produce another one page information sheet and laminate it for the Mill Bay Community Policing Office. - Done
- **Action: Grant** will put together a draft agenda for the AGM and circulate to the board. - Done
- **Action: Grant** will bring the brochures to the AGM. The brochures are from the South Island Tennis Association, and reflect “2018 Vancouver Island Tennis Contacts and Tournaments”. - Done
- **Action: Corinne** will follow-up with Lorna to hopefully confirm she is still prepared to be on the board, and potentially help Phyllis fill the role vacated by Penny. – Done: Lorna wasn't able to commit the time to join the board, but remains willing to help when she can. Phyllis resigned shortly after this news.
- **Action: David** will contact Mill Bay Thrifty Foods to arrange for a registration table outside of their doors, preferable April 7, if not April 14th. - Done
- **Action: David** will arrange for a \$125 add in the CVRD's next issue of the Recreation Guide. The ad will feature a tennis picture, our name and suggestion interested

readers “Sign up at millbaytennis.com”. David will check with Dave Knott at “The Cowichan Press” to see if he can make the minor change to the existing graphic for a nominal fee. – Done: the spring addition of Cowichan Press, reflecting our ad, should be mailed out shortly.

3:25pm

Board Member Reports and Updates -

- **President – Grant**

- Club insurance has been renewed through Tennis BC, and MBCL have been advised
- The playing levels for all programs was discussed, given the website says a minimum 2.5 for the men’s and women’s programs, but level 3 and up for mixed doubles. The men’s coordinator wanted to move the minimum level to 3. In short, the board decided to leave everything as is for now.
- Who gets balls provided by the club, and who doesn’t? – In the past programs that were open to all members were the only programs where balls were provided, i.e. mixed doubles and social play. But in fact, mixed double restricts play to level 3 and up, and the social tennis focuses more on beginners. The board agreed we should be more consistent, and not provide balls for any programs except our three tournaments.
- Grant did receive more training and has been putting the minutes and email communications up on the website in a timely manner.
- **Action: All** will consider prospective members to add to board...as we are down at least one, and it is the last year for David and Cathy .
- **Action: Grant** will make a one page ad for the Mill Bay Community Police Office to replace the one in their window that advertised our info table at Thrifty Foods on April 7th.
- **Action: Grant** will send out a communication to members: reminding everyone again it’s time to sign-up; July 14th is the date of our Strawberry Tournament, which coincides with Wimbledon 2018 (July 2-15); and we thank Thrifty Foods and the Mill Bay Community Policing office for their continued support.
- **Action: Grant** will update the contact information for this year’s board.

- **Secretary / Treasurer – Corinne**

- Our current income (associated with membership fees) for this year so far is \$3693
- Corinne has generated an Excel spreadsheet of people who have signed up to date, and provided it to program coordinators. Another one will go out at the end of the month,
- Societies Act requirements have been met except for providing them our latest ByLaws

- **Maintenance – Brian**

- **Action: Brian** will “measure and monitor” the impact of roots on the playing surface of our courts. The people who did the resurfacing suggesting digging a 4’ deep trench around the perimeter of the

courts to cut any roots that may interfere with the smooth surface of the courts. Brian's not convinced it's necessary, but will keep an eye on it.

- A maintenance crew of approximately 4-5 members will be scheduled to keep the tennis ground looking tidy.
- The new screens will be install on April 21st. Brian suggest taking them down at the end of the season, and putting grommets around the edges to make installation easier next year.
- The broom growing back will be removed on clean-up day.
- Clean-up between tennis property and new owners to the west will be reviewed to see what action we may, or may not take.
- Fence work needed, due to people climbing over in spots will also be review and hopefully fixed on clean-up day
- **Action: Brian** is planning to book powerwashing the courts sometime during the week of May 20th, after pollen finishes falling off trees. A communication will go out in advance of the actual date so play can be cancelled that day.
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- **Membership – David**
 - 59 Members have signed up to date, with only one new member.
 - **Action: Corinne and David** will review the members from last year who haven't signed up yet to see what additional action may be required to achieve our targeted membership of "75", integral to our 3 Year Strategic Plan.
 - **Action: David** will review the membership to see if there is someone who can groomed as his replacement in 2019
 - **Action: David** will do a rough draft for Grant to thank Thrifty Foods and the Community Police Office at Mill Bay for their continued help.
 - **Action: David** will monitor membership sign-ups after the Cowichan Press is issued, to see if there is a spike in sign-up...to help determine if it's worth our while to continue advertising this way.
- **Director-at-Large – Hans**
 - Hans plans to do an on-line sign-up form for the Mixed doubles program, to start in early May. To date 10 people have signed up to play, with 10 others saying they are willing to spare.
- **Director-at-Large – Cathy**
 - **Action: Cathy** will take the lead on organize the 3 tournaments, but **Hans** will help by organizing the schedule of play during the tournaments, based on members who sign up.
 - **Action: Cathy** will get the vehicle gate key from Penny
 - **Action: Cathy** will get the latest spreadsheet from Corinne, and review it against the proposals to: have Neils' do a training program; implementing a Mentorship program; whether there is sufficient interest in a Social program etc.
 - **Action Cathy** will review the membership to see if there is someone who can be groomed as her replacement in 2019
 - **Action: Cathy and David** plan to work on creating a President's Reception...originally intended to "spice-up" the AGM

4:30pm

Adjourn

Next Meeting Scheduled for: May 17th, 2018