

Mill Bay Tennis Club



Board Meeting
Grant and Corinne's House

April 20th, 2017

2:30-4:30pm

Minutes

2:40pm Call meeting to order – Grant

2:41pm Board members and Guests Present –

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

Guests Present: None

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

2:35pm Review “past” action items :

- **Action David:** to speak with Kerry Park and MBCL about running afternoon tennis programs on courts.
 - **Done** – David passed on Raj Solanki's name and contact information, so they could use him to help coordinate their intended program(s).
- **Action Drew:** to confirm status of net repair (by Corinne and Grant), plus re-installation at courts.
 - **Done** – Our torn net has been repaired, and Grant and Corinne have also taken Mike Mills torn net and will fix it too.
- **Action Glenn (Drew):** will put a sign up to remind users to lock the gate when finished playing.
 - **In progress** – Cathy has agreed to make a sign saying “Lock Gate”, in big letters, and include our logo (smaller but readable up close).
- **Action Drew:** to report on crack issues and will be in touch with Dale re warranty etc.
 - **In progress** – 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.

2:50pm

Board Member Reports -

• **President – Grant**

- Board contact info was confirmed as correct
- Agendas will go out a week before meetings, and minutes produced within 2 days after meeting. Glenn, Judy, Gail, Cerris, Gordon and Ken will be copied because of their specific roles. Julie did not want to be copied, just contacted when needed. Minutes will be produced every month, regardless as to whether we have a meeting...so as to report out on the status of “actions”.
- Grant created a binder, which will include: Board Minutes; Calendar of monthly planning events; MBCL documents; Constitution and ByLaws: board contact info; Annual Reports; club contacts; AGM agendas and minutes; Financial info; 3 year Strategic Plan. It will be available at board meetings.
- Board meetings will be at Grant and Corinne’s house or cabin, unless someone on the board suggests a change
- **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.
- The logo with the tennis ball and Orca arched on the side comes from the MBCL logo which shows the same Orca arched on a circle with a scene of Mill Bay and sail boats on the water. Given the origins of the logo, we should use it more often.
- Grant mentioned the formal name of the club is the “Mill Bay Community League Tennis Society”. This name derives from our relationship with the Mill Bay Community League, and is used on all official documents like the ByLaws; Insurance documents; Memorandum of agreement with the Mill Bay Community League; AGM documents etc. But for less formal communications, like these minutes, emails, signage etc. we will use the Mill Bay Tennis Club.

• **Secretary / Treasurer – Corinne**

- **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.
- **Action: Grant** will contact George Kemschaw to get a better understanding about what insurance we have, and need as a club...and report back to the board.
- The club current has \$11, 600 in the bank
- Our ByLaws require three members to have signing authority for cheques. Two of these signatures must appear on all cheques. Corinne currently has signing authority, and the board approved the other two to be Phyllis Daniel and Cathy Waet. Grant cannot have signing authority, as the ByLaw state “there can be no more than one signing authority from the same family”.
Action: Corinne will arrange with the bank to add Cathy and Phyllis as signing authorities.
- The annual operating budget, as prepared by the previous board was \$5635, which is dependent on us having at least 75 members. We currently have 63...but still growing
- **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.

- **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.
- **Communications – Phyllis**
 - Phyllis completed some additional training on MailChimp with Glenn
 - **Action: Grant** prepared a list of Contacts the Board may occasionally use. This will also be constantly updated.
- **Maintenance – Drew**
 - Powerwashing the courts is schedule mid May at a **cost of \$875**
 - Powerwashing Mike Mill's court is also schedule for mid May. Given Mike's generosity at letting the club use his court in the past, and this year, **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.
 - **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?
 - Benches will be returned to the courts on April 21st.
 - The box that contained some information and tennis height stick was removed because it was falling apart. Drew will not replace unless there is a strong need or objection from others.
 - **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.
 - The board did not support members opening up two doors on the courts to make it easier to retrieve balls that go over the fence. The reason being it would double the potential of someone leaving a door open and costing the club up to \$500 to replace the lock and all keys.
 - Drew will work directly with Phyllis for all his communication needs using MailChimp. Grant will assist him in Phyllis absence.
- **Membership – David**
 - David advised that as of the date of the board meeting, we have 63 members; with 13 new members and 25 who did not renew from last year. Noted above: Penny agreed to call these 25 former members to see if they plan to re-join...or why not.
 - **Action: Grant** will send a message to all members advising them the membership list will be made available to all interested members, using the existing Excel spreadsheet....and if any member would like some or all of their information removed first, they should let me know.
 - Julie has continued to update the membership list as people register on-line. She will hand this task over in late April, at which time Corinne will maintain the list.
 - David has arranged with the Community Policing Office (CPO) to hold a supply of court keys, and give them to new members who've paid for one.
 - **Action: David** will speak with his contact at Kerry Park Rec Centre, and talk to them about the courts only being available to the public from 1-5pm on

Monday through Friday, and noon to dusk on weekends. He will also ask where he could post information about joining the MBTC.

- David has some promotional material (business cards, information cards and information stand). For printing he uses the shop in the Mill Bay Centre...with graphics from Julie
- **Activities – Penny**
 - Grant mentioned that he had purchased some extra balls from Costco, and would make them available at \$3.19 a tube. **Action: Penny** would check to see who may be interested, and get back to Grant
 - The board agreed that balls will only be provided by the Club during Tournaments we organize. In the past they were provided to all events that were open to all club members (e.g. Tournaments, Mixed Doubles, Social Tennis), but not for the Women’s program, nor Men’s.
 - Penny is currently planning for 3 tournaments. The first is the Strawberry Tournament scheduled for June 18th (weather permitting). Another will be held in September and in December.
 - While Penny is the board contact for the co-ordinators, all have been doing their jobs for sometime, and therefore no need to co-ordinate the co-ordinators.
 - Current playing time are:
 - Men: Tuesday and Thursday 9:00am to 1:00pm
 - Women: Monday, Wednesday, and Friday 7:30am – 11:00am
 - Mixed Doubles: Monday and Wednesday 6:00pm to 8:00pm
 - Social: Tuesday and Thursday 6:00pm to 8:00pm
 - **Action: Penny** will call Cerris about her request for a “second in command” and to see how she can help.
 - Penny will work directly with Phyllis for all her communication needs using MailChimp. Grant will assist her in Phyllis absence.
- **Director-at-Large – Cathy**
 - **Action: Cathy** will call all members who indicated their interest in “practise” on their application forms to possibly set up tennis aerobics, drills, or lessons with Raj on Sunday morning and/or Friday evening from 6:00 - 8:00pm.

4:30pm **Adjourned**

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

Next Meeting Scheduled for: Thursday May 18, 2017