

# Mill Bay Tennis Club



Board Meeting  
Grant and Corinne's House  
2612 Hughes Rd  
February 12<sup>th</sup>, 2020  
4:00 – 5:30 pm

## Minutes

**4:15pm**      Meeting to order – Grant

**4:15pm**      Board members in attendance–

Grant Price, Corinne Price, Hans Dewit, Lorna Robertson and Barbara Eisenberg,  
Guest: Sheila Bradshaw, Mike Mills and Richard Furbacher

**4:15pm**      Review “previous” action items :

- **All previous actions are up-to-date**

**4:20pm**      Board Member Reports and Updates -

- **Grant** reviewed the “Calendar of Planning and Events” in order to put needed actions into the context of events throughout out the years. The following reflect some of the discussion and needed actions.
- **President – Grant**
  - Make-up of the new board:
    - **Mike** is prepared to be president if we are unable to find another willing member. **Action: Grant** will include this request in his next email to members. **Action:** Assuming Mike is President, **Grant** will give Mike his binder and orienting him in it’s content and upcoming actions...including how to use MailChimp.
    - **Sheila** is prepared to be me nominated as Treasurer. **Action:** On the assumption Sheila is elected at the AGM, **Corinne** will orient her, including getting her signing authority...along with Barbara. Note: Lorna already has signing authority... resulting in three board members with signing authority. **Action: Corinne** will get together with Hans and Sheila and explore any technical issue with members signing up on-line, through to getting spreadsheets available to program coordinators in April.
    - **Hans** will drop his role as Maintenance Director (which will go to Richard) and assume the role of Webmaster. **Action: Hans** will also orient Richard in his former role a Maintenance Director.

- ***Lorna Robertson*** will assume the role as Social Director, from Barbara.
- ***Barbara Eisenberg*** will assume the role of Membership Director from Lorna. **Action: Lorna** and **Barbara** will orient each other. Note: Grant mentioned that while the website may be referred to as “not secure”, members who sign up on-line and continue on to use the PayPal option are secure as these transactions are done on PayPal’s very secure site.
- Richard is willing to be nominated as the Maintenance Director. **Action: Richard** will review the need for the courts to be cleaned and pulled together the necessary workers...during March, but no later that mid April. Lawn cutting should also begin at the same time people are starting to cut their own lawns. Note Grant has the screens, benches, garbage can and broom, store at his house. **Action: Richard** should also arrange for the courts to be powerwashed around mid-May, after the pollen has fallen from the surrounding trees and plants.
- Communication about AGM:
  - **Action: Grant** will send out an email announcing the AGM, and encouraging new members on the board, plus any “other business” they may wish to have discussed at the meeting. He will also express the need for at least 12 members to attend AGM so that we have a quorum.
- AGM will be on Wednesday March 18th at 7:30-9:00pm in the Mill Bay Community Hall (east of the Kerry Park Rec Centre parking lot):
  - **Action: Grant or Corinne** will get the key at the Rec Center during office hours and pay for the room.
  - **Action: Grant** will prepare the agenda and conduct the meeting
  - **Action: Grant** will bring up the “Code of Conduct” he drafted and suggest it be adopted as a club policy...and not be included in the Bylaws for now.
  - **Action: Grant** will email the Mill Bay Community League and alert them to the AGM and update them on relevant matters.
  - **Action Corinne** will present a financial report
  - **Action: all** other exiting board members will provide a short report on their activities from the 2019 season
  - **Action: Grant** will conduct the election of the new board.
- Next steps after the AGM:
  - **Action: Grant** will prepare the AGM minutes.
  - **Action: Grant** will update the board contact information; share with Hans so he can update the website, and Corinne who will ensure our requirements under the Societies Act are met.
  - **Action: Mike** will email the new board and arrange a first meeting as he deems appropriate.

**5:25pm**

**Adjourn**

**Next Meeting:** AGM March 18<sup>th</sup>, 2020 at 7:30 pm in Mill Bay Community Hall.