



Board Meeting Minutes

Held On: Wednesday, November 18, 2020

Location: Online Zoom Meeting

Time: 7.00pm

Present:

Marion Shaw, President

Nancy Forrest, Vice President

Brian Bapty, Maintenance

June Barnes, Treasurer

Brenda Brown, Play

Ron Carr, Membership

Andrew Spence, Secretary

Janos Stiasny, Marketing

Wendy Harris, Social

A Quorum was confirmed.

The meeting was called to order at 7.07pm.

1. Motion to accept the Agenda as presented:

Moved By: Ron Carr

Passed Unanimously

2. Motion to accept the previous Meeting Minutes:

Moved By: Janos Stiasny

Passed Unanimously

3. President's Report:

- a. Forms and documents for the AGM have been developed and put on the website, including previous AGM minutes and proxy voting forms. The voting form can be completed online and when submitted will be emailed to June and Ron. The Board needs to ensure that members do not vote twice by voting online and during the Zoom AGM meeting.
- b. The Board discussed moving the AGM forward to December 4th as the Club President is not available to run the AGM should it take place as originally planned on December 7th.
- A motion to move the AGM to December 4th was moved by Ron Carr, seconded by Wendy Harris and passed unanimously
- c. The notice and voting forms need to go out a minimum of 15 days before the date of the AGM. A minimum of 17 members are required at the AGM to form a quorum. It was suggested that team captains and co-captains be advised to attend
- d. Marion has contacted Joanie to discuss a virtual carol singing evening via Zoom. Joanie is happy to do this and the Board agreed to pay Joanie the usual fee for performing the carol concert.

4. Marketing Director's Report:

- a. The new plaque for the "Above and Beyond" Volunteer Award has been ordered. The Board discussed announcing the winners at the AGM and this item will be added to the AGM agenda.

5. Treasurer's Report:

- a. The Annual Report to DNV has been completed and submitted and was accepted by DNV. The Board expressed their thanks to June for her time and effort in putting this report together.

6. Play Director's Report:

- a. The Play Director is planning for the Spring League next year on the basis that it will hopefully take place.
- b. The Men's teams are getting coordinated and there is a meeting scheduled for December 5th. There will be one B3 team and two C1 teams, but no C2 team next year. Team captains are currently sorting out which players will be on which teams and it is anticipated that all three Men's teams will be strong next year.
- c. The Women's teams will comprise one each of a Div 2, Div 3 Night, Div 4 Night and Div 5 team.
- d. This makes seven teams in total, which is seen as an optimum number to represent Capilano Tennis Club in terms of team strength as well as ease of administration and logistics.

- e. The importance of having consistent messaging from team captains to players regarding CTC's values and competitiveness was noted. The Play Director will send an email to team captains outlining CTC core values and goals. The Board discussed an issue that arose whereby a team captain had delivered a message to a new player regarding a lack of competitiveness of league play that was inconsistent with reality. The player had asked to have their membership fee refunded due to this misrepresentation and the Board agreed to approve this.

7. Maintenance Report

- a. The Board discussed the need for additional secure storage, including the possibility of an outdoor shed, locked steel box or 10 ft shipping container. This need has arisen following a recent fire inspection that highlighted items that need to be cleared out from the maintenance shed and disabled toilet. Brian will confirm the size requirement for the additional storage and will research and put forward some options and pricing.
- b. The Fall/Winter clean-up is due. Brian will put a schedule of tasks together and put out a request for volunteers to help out in single person / household shifts in order to comply with Covid-19 protocols.

8. Other Business

- a. The Social Director has tendered her resignation due to reduced time availability following a new job and executive role. The Social Director has agreed to stay on until after the AGM, when the Board will make a new appointment.

There being no further business, a motion was made by Wendy Harris to adjourn the meeting.

The meeting was adjourned at 8.06pm