

MINUTES - KTC Executive Meeting
Tuesday, November 25, 2014, 7:00pm
21 Jorene Drive (Rick's home)

In attendance: Rick Donaldson, Paula Loh, Taco Meuter, Bud Nelson, John Sylvester, Claire Tremblay, Chloe Wilson

Absent: David Stocks

1. Review/approve minutes of meeting from Tuesday, October 28, 2014

Approved

2. AGM Quorum Discussion - current status; options to consider for future general meetings to maximize attendance

See Paula's email to the membership accompanying the 2014 AGM minutes for a description of what happened regarding quorum at the AGM.

Decided to wait to hear if more emails arrive from members and choose then whether or not to address. For now it appears the discussion has died down

Decided that next year we will determine an approximate head count verbally and Taco will also investigate a web application that will allow people to click a link saying "yes" or "no" so we have a virtual headcount

3. End of Season - timing for taking down nets & turning off lights

This year and last year we've had snow shortly after the fall clean-up. Question as to whether we should start taking nets down at fall clean-up so that people are there to help

It will be up to the Infrastructure board member to monitor the weather and decide when to take the nets down as some years the weather is mild beyond the fall clean-up.

4. Mortgage Promotion Proposal by Ryan Woods

See Appendix A for description of Ryan's proposal.

Decision to send information in an email to the membership once and then post it on the website on a "promotions page" and include a link to the promotions page in our regular emails.

Paula to tell Ryan that it will be a few months until it is sent to the membership (will be sent in the same email that the Rogers Cup Outing is advertised).

5. Club Outing to the Rogers Cup - The Rogers Cup is on August 8-16, 2015. Consider going again for the quarter finals in Toronto, which are on Friday,

August 14.

Confirmed

6. Tournaments for 2015 - Proposed dates:

Mixed Doubles - June 12-14, 2015

M&W Doubles - July 17-19, 2015

M&W Singles - August 21-23, 2015

Junior - Saturday, August 29, 2015

[one week before Labour Day, Sep 7]

Trophies for champions & finalists - same as 2014?

Discuss qualifications for entry into adult tournaments.

It is decided that the Junior tournament will be moved to the Labour Day weekend (Saturday, Sept 5) to avoid having tournaments on 2 consecutive weekends

Claire suggests that we have a “team” tennis tournament – for instance, Hopman Cup format: 3 matches between teams of 2, one male and one female. This could happen in May. This will be discussed further in later meetings. Claire to present options at the next board meeting

Further brainstorming for tournaments: one proposal is for a season-long tournament. More thought required to determine how this would work.

Trophies: Suggestion that a more useful award than a trophy be awarded. Suggestions include a mug or a t-shirt that says “champion”

Agreement that at the tournament pictures are taken with the large trophy and at the AGM the champions and finalists get a personalized t-shirt presented to them

Motion (Paula) that we establish the minimum age of club adult tournaments as 14. Seconded. Passed

7. Junior Development - preliminary plans for 2015 (Junior Open House; drop in sessions)

John is keen to do drop in sessions again next year

Kingston Gets Active Month is April so last Saturday of April will be the Junior Open House (OTA to be involved again)

John suggests establishing a league (mini-nets) for the younger children (5-8). Teams that meet on a regular basis, preferably weekends. His experience this year with group lessons was that the skill range of the kids was too wide for productive skill development. Would be better to split the kids into younger and older groups. Drop-ins will stay the same.

John to propose details at next meeting

Proposal to sell mini nets through the club. Taco to add 12 nets and a few foam junior balls to spring supply order (18ft nets)

8. Infrastructure sub-committee report (Paula)

See Appendix B

9. Trillium Grant status

Trillium foundation grant will not be applied for until summer 2015 as we missed the Fall application deadline. We need to supply 2 quotes for every aspect of the infrastructure work (court construction, painting, lighting). We need to develop a comprehensive list of things we believe would be applicable for coverage.

Paula is hoping that Mark Nelligan will agree to get quotes for the list of jobs.

We need quotes soon also to develop the budget for the project and present to the membership.

We will begin promoting the project to the membership in the spring once we have more details worked out

10. Vacant board positions: Advertising & Marketing, Newsletter Editor

Motion (Bud): Isabelle Pollock will join the board as the Newsletter Editor position. Passed.

Nancy Orpana (formerly Dyck) is willing to staff the booth at the spring leisure showcase. Claire to look into doing some sort of presentation with mini nets at the showcase.

Because we don't have an Advertising & Marketing board member we need someone to a) create the ad for the spring leisure guide and b) book the booth. Taco responsible for both of these things.

John will put together a montage of pictures for the leisure show.

We had a Queen's group approach us to complete a marketing study on the KTC. Paula met with them and shared information and we are awaiting the results.

11. Set next meeting date and location - proposed date of Tuesday, January 6

Decided on Wednesday, January 7, 7pm at Claire's house

12. Other business

Bud is planning a holiday get-together for December 13th. Will send an email invite

Claire and Paula discussed the instructor training they attended. Claire would be interested in teaching beginner adults

Meeting adjourned at 10pm

Appendix A: Proposal from Ryan Wood

Kingston Tennis Club – “Help Your Club, Help Yourself” promotion

Proposal: In an effort to help the Kingston Tennis Club in its fundraising initiatives as well as promote growth in my mortgage business I have come up with the following proposal. For every mortgage transaction that I complete for a member of the club or their friends and family, I will contribute \$200 back to the club as well as \$200 towards the cost of either the appraisal or home inspection of the individual.

Benefits: This would benefit the club by increasing the funds raised towards the building of a new club house. It would also benefit the individual by reducing the cost of their home inspection or appraisal.

Inspection vs. Appraisal: Generally on a new purchase it is recommended that an inspection be done. The cost can vary between \$300 and \$600 depending on the inspector and the size of the house. The individual would be free to choose whatever inspector they wanted, and pay at the time of inspection. They would then be reimbursed the \$200 upon the closing of the mortgage. If the mortgage transaction was a refinance or a renewal, they are generally required to have an appraisal done on the property. The cost for an appraisal is generally between \$300 and \$400, in this case they may or may not have to pay upfront depending on the appraiser but either way the individual would be reimbursed \$200 on closing.

Implementation: In order to receive this promotional offer and its benefits the individual would just need to tell me at the beginning of the mortgage process that they are a member, friend or family of the Kingston Tennis Club. Upon the mortgage closing I would then issue a cheque to the club for \$200 and one for the client for \$200 to reimburse them for the appraisal or inspection fee.

A bit about me: I've been working in the financial industry for 6 years, specializing in mortgages for the past 3. I work for Limestone Mortgages, which is a brokerage with access to over 30 different banks and financial institutions across Canada. Having access to all of these different lenders allows me to shop the market for my clients to find the best mortgage to suit their needs at the best rates. I believe in guiding my clients through the mortgage process in such a way as to alleviate as much stress and anxiety as possible. More info can be found on our website www.limestonemortgages.com.

Appendix B: Infrastructure Subcommittee Report

Report on Infrastructure Project by Paula Loh to the KTC Executive November 25, 2014

Update emailed by Paula Loh to Committee Members November 14, 2014

On October 21, Taco and I met with Mike Preston. We signed the contract to engage his design services and remitted a retainer of \$5,000. We then reviewed the major components of the design as specified by the committee, as well as the specifications document that Taco had compiled from the input of various people, as well as his own ideas, over the last 2-3 years. We have had two more meetings since then to review work-in-progress floor plans, and have a fourth one scheduled for November 25. Following this meeting, our goal is to have a preliminary design, interior and exterior, to present to the committee for review.

Taco is now working with the accountant at Wilkinson who will be auditing & reviewing our records. He began submitting documentation to them this week to review the records for three years and to audit the records for one year to 2014. The fifth year, as required by Infrastructure Ontario, will be 2015, to be done separately by Wilkinson next year.

Eric has offered to obtain two quotes for the Environmental Site Assessment Study & the Geo-Tech Study so that we may proceed with them.

There is no further information as yet with regard to the Ministry assessment of the Archaeological Survey, Stage 1.

Taco checked the website for the Trillium Foundation (OTF) and discovered that they have amended their next grant intake from Spring 2015 to Summer 2015. I contacted Stephanie Atwood at OTF and she confirmed that there is restructuring underway. I am awaiting further details from her as to how it may impact our application.

In the meantime, we should proceed with obtaining at least two quotes for each aspect of our project to include in the grant application; this information is also vital in order to firm up our project budget. Specifically, we should compile a list outlining all of the outdoor work to be done, including: tree removal, hitting wall and clubhouse demolition, fence removal/replacement, construction of 8th court, installation of lighting and/or electrical connections for the future, repainting of applicable court surfaces; then figure out who to get quotes from. We should get going on this before the snow falls, to enable contractors to have a clear visual of the property in its current state. Rick Donaldson has agreed to assist whoever is coordinating this aspect, and can make phone calls on their behalf and meet contractors at the club, as needed. Please let me know if one of you would like to take this on, or if you know of someone who can do this.

As of November 25, 2014:

Taco and I met with Mike Preston on November 25. The next design meeting is scheduled for December 8, to be followed by a presentation of the preliminary design to the infrastructure committed on December 11.

Eric will get 2 quotes for the Environmental Site Assessment as it is not weather dependent as to when they can perform this study. He feels that it is too late in the year to do the Geo-Technical Study as the ground is getting frozen and it involves getting core samples using some heavy machinery like a back-hoe. He will still get 2 quotes for it but the work will be done in the spring.

I contacted member Mark Nelligan (an estimator with Santin Masonry) and he has agreed to source the quotes for the infrastructure aspects, with Rick Donaldson's assistance.