

Minutes Kingston Tennis Club
May 17, 2023
By Zoom

Attendance: Julius Breza-Boski, David Corrigan, Tracey Corrigan, Jeff Elwood, Abby Lincoln, Nadia McCarthy (left at 8:10), Taco Meuter, Simon van der Plas, Alma Thayer, Asia Zolnierczyk

Regrets: Donna Lounsbury

Staff: Jack Rowlatt (joined at 7:20)

Meeting opened at 7:00 p.m. with Tracey Corrigan, vice-president, in the chair.

Alma raised the prospect of more hours of work for Jack that would give him more time to complete the tasks he's trying to get done now, like an updated Steward's Handbook as well as help the committee chairs with some of their responsibilities.

Moved by Alma, seconded by Gary: that to comply with and maximize the Summer Jobs Canada grant we have received, we increase the number of hours of our operations manager's weekly hours to 40 at a net cost of a little over \$4,000. Carried.

Tracey encouraged Board members to drop by the kiosk to introduce themselves to the stewards and Conor Casey, head pro.

Tracey welcomed Jack to the meeting.

April 18, 2023 minutes approved.

Facilities and Operations

Gary reported that the gravelled area around the perimeter of the clubhouse will be paved week of May 22 in preparation for the painting of courts 1 and 7, which is set to begin June 12. Care will have to be taken to avoid tracking the asphalt onto the deck or into the clubhouse.

Wylie Electric has been contacted about repairing light on northern pole on court 4. They'll be consulted about the stability of the lights on the other three poles on the back courts to see whether their security can be improved.

Programs

David began the report with an account of the Try/Learn/Play program this year that was hampered by Rishi's unavailability so lacked effective promotion. Two schools participated and the reception by the students showed importance of trying to expand schools involvement.

Jeff continued the Programs report with describing how clinics worked out in May and June. The transition from clinics run by NTS and Tony Roth to the KTC and Conor Casey worked well with May clinics nearly filled and June's enrollment even better.

Some issues:

- stronger cancellation policy
- Casey and Ana working on ad for newsletter and social media
- fee for clinics going up a bit with KTC operation but higher quality because better qualified instructors
- steps are being taken to assess skill level of applicants will be grouped according to ability

Regarding camps, David reported that there are six confirmed instructors who have their instructors credential, which means they've had 25-30 hours learning from experts on how to teach tennis. Rishi would like two more instructors to fill in on absences.

Nadia reported on preparations for the Junior Open House Saturday, June 3. Camp instructors should be available since Felix and Kat have been recruited for the Shannon Park activity (National Health and Fitness Day) that Alma and Elizabeth are running.

Prizes will be ordered from Penn using points we've accumulated from our purchases. Nadia will send the orders to Taco on the Penn redemption form. Nadia, Alma and Elizabeth will consult on sharing prizes and mini-nets.

Membership

Abby reported on the trivia night which was successful in mixing new and longer-term members. Around 32 attended. Great having the upstairs available for these kinds of events.

Next event: New Member Mix & Match, Saturday, May 20. Social doubles for new members who have joined in the last two years, it includes lunch. Also a mix of new and existing members, to help provide a "buddy system" that would help new members learn what the club has to offer. If it's rained out, the social might continue anyway.

Social doubles: being tried again with registration and counting towards member's six bookings. Number are disappointingly low.

Abby moved, Taco seconded: In an effort to boost social doubles, booking will not count toward a player's weekly total, and participation in social doubles will be reevaluated at June's board meeting.

Switch doubles Saturday, May 27: Julius will help with running it. It's a membership, one day event (not a tournament).

Tracey reported on issues with CourtReserve. Mainly financial issues that will require Taco's help in straightening out. Also FAQs for staff to help use CR. It's still new so should become easier to use as we gain familiarity. Members like it!

Push Notification (for freed up spots) and Wait Listing for courts have just been released by CR and we'll look into including them.

Question regarding cash balances: should we be paying down variable loan? Taco answered we have a number of costly items: \$40-50,000 for painting, other possibilities such as hitting wall and concrete walkway into club, any emergencies. We are paying down variable loan by \$500 a month now and later in the season we can consider a larger payment.

Regarding Conor, feedback from members has been very positive. He seems enthusiastic about working out issues that arise, like variation in skill levels in clinics. He's solutions orientated with a good sense of humour. Stewards and Jack are enjoying working with him and learning from him.

Constructive discussion on committee work and reporting on it in a timely fashion. Committee chairs will continue to do their best to provide them by the Sunday before the Board meeting.

Next meeting: Wednesday, June 14, possibly in person in the clubhouse with a Zoom feed for those unable to make it to the club.

May 14th, 2023

Programs Committee

Summary of committee discussions recommendations, and actions:

1. NTS to KTC Transition
2. May and June Clinics Update - despite NTS no longer being involved in the delivery of the May clinics, we were still able to get the programs fully staffed.
3. Camp Instructor Update - We currently have six confirmed full-time instructors.

4. Try Learn Play update - We have completed one Try Learn Play session (May 10) with a school. Conor led the session with help from Sydney and John. Another school would like us to deliver a few hours of TLP programming at the public courts beside the school. Hopefully at the end of this season (or early next season), we can have a broader discussion about the TLP program, and how to evolve it next year so that (a) more schools can get involved; and (b) we can offer instructors more hours to encourage more participation/involvement.
5. Junior Open House - Junior Open House: Open house will run from 10 am to 3 pm, with lunch/BBQ; communications committee will publicize in advance including to campers and NTS junior participants.
6. National Fitness Day - National Fitness Day.
7. Head Pro/Conor Update - Conor is starting to get busier with private and semi-private lessons and it appears his schedule is filling up reasonably well this early in the season.

OTHER ITEMS:

Planned events for 2023:

- Junior Open House June 3rd (June 4th rain date)
- National Fitness Day June 3rd

Governance Committee

Report on Top Priorities for 2023:

1. Reconcile KTC bylaws and other corporate documents with the new *Ontario Not-for-profit Corporation Act* (ONCA).

Bob, Gary, and Nadia have each reviewed all of KTC's existing bylaws. We have finalized a document to be provided to QBLC this month. The purpose of the document will be to inform QBLC of our objectives, bylaw by bylaw, and thereby set the stage for input from them.

QBLC was on hiatus for exams during April, but will have resumed operations by now. Their summer student/employee has not yet contacted the Governance Committee, so Bob will be proactive and contact them.

Bob will be meeting with the Finance Committee, likely in May, to discuss some of the accounting implications of the statute. This relates to certain ONCA provisions that, when applied, can place a not-for-profit in the "public benefit" subcategory, which has, *inter alia*, accounting implications.¹

¹ QBLC has helped us by investigating the possible retrospective application of the new statutory requirements, but our circumstances are not yet fully understood.

2. Ensure compliance with good hiring procedures, health and safety requirements, and abuse and harassment policies etc.

Alan Whyte has taken the lead on this project.

Alan has made significant progress on the issue of mandatory policies, which he identified as:

- Accessibility
- Health and Safety (must be in writing)
- Workplace violence and harassment policy (to be updated)
- Pay equity (the relevant legislation must be abided, but no pay equity "plan" is required).

Alan obtained some template policies for us, which we can modify for our purposes.

This process is ongoing. There will need to be coordination of this work with other KTC documents, for example, the Stewards' Manual, so that lines of communication and responsibility are clearer.

3. Create committee manuals, and improve the Board Orientation Manual

Unfortunately, at this time, work on this project is not a priority matter for the Governance Committee. Given the limitations to our resources, we are focused on the above two priorities.

4. Succession planning.

Key members of the board will be leaving as of the 2023 AGM. Throughout the year we welcome suggestions for prospective board and executive members for the term that commences after the 2023 AGM.
