

**Minutes - KTC Executive Meeting**  
**April 17, 2018 @ 7:00pm**  
**Douglas Library, Queen's University**

**In attendance:** Viki Andrevska, Mike Bartlett, Doug Bowie, Sam Faris, Bob Goddard, Paula Loh, Taco Meuter, Nerissa Mulligan, David Stocks, Bud Nelson, Claire Tremblay, Gill Turnbull, Chloe Wilson

**Absent:** None

**1. Review/approve minutes of meeting from March 13, 2018**

**Approved.**

**2. Membership Promotions committee update**

The Membership Promotions committee will be passive unless and until it is determined that a membership increase is needed.

**3. Hiring committee update**

Club Pros

Jack Lott and Isaac Jones

Jack will be working May-June

Both will work July-August

Isaac will work September

Stewards

Full time- Allie Davies and Jack Cockfield

Part time- Amelia Lalonde and Max Ferguson

Amelia will work May-June and Max will work July and August

Try/Learn/Play – we will participate this year again, free of charge. It will be a good advertising for the Club. More efforts will be made in the planning so the classes will not overlap with the Club regular and busiest playing hours.

**4. Junior Open House update**

Suggestion was made that the Camp staff be paid this year for attending and organizing the court activities for the children. David will consult with Jeff and let Viki know who will attend and help with the Junior Open House this year.

**Motion: Sam moved and Taco seconded: Pay up to four Camp staff for two hours to help with Junior Open House. Carried.**

**5. Adult Open House update**

The preparation is underway.

**6. Operating Manual committee update**

Updating operating manual on-going.

**7. Membership update**

390 membership at the moment. We are doing as well as expected and are in line with last year's numbers at this stage. The Club's signs for Johnson Street and Brock Street should be ready this week.

**8. New Member Outreach committee**

- a. Do we want to form a committee to help initiate new members into the club this year?

Gill agreed to organize the new member outreach again this year. Gill will need some help in May and June because she will be away. Gill and Bud will coordinate to get the list of new member and connect them with volunteers who indicated they would like to help.

**9. Physiotherapy**

Whitney Garrah contacted Chloe offering one hour free physiotherapy class. Whitney is one of the owners at Taylored Training. They have a team of physiotherapists who will come and give a talk/demonstration on injury prevention (ie warm-up/cool-down techniques).

It was suggested the class be held on a week night. Chloe will coordinate with Whitney. We all agreed to do this.

**10. Capital Project committee**

- a. Committee formation and next steps

Civil engineer Doug Prinsen has communicated with Utilities Kingston with regard to connecting a sub drainage system to the Napier Street combined sewer. Initial response is positive in that, while it is not normally permitted, he has been told that we may apply for an exemption and await the response. He

will update the site plan for review by the board prior to submitting drawings to the City for feedback on drainage and lighting of Courts 2 & 3. Doug to provide an estimate on the cost of updating the site plan.

We will apply for a Trillium capital grant this year again. The deadline for submitting the application is August 15th. Paula will submit the same sub-project for consideration (rebuilding Courts 2 & 3 and installing lighting) and will consult with Trillium staff for guidelines and recommendations.

The board suggested a capital project committee was necessary to carry on the execution of the plan. Paula will see if there are club members outside of the board who are suitable and willing to be on the committee. The optimal number of the committee was suggested to be 4-5 people. The committee will need to come up with action items and report back to the board. Approximately \$60,000 were spent on the capital project since 2012.

#### **11. Finance committee**

- a. Committee formation and next steps

Taco, Chloe and Mike. The committee to come up with action items and report back to the board.

#### **12. KTC t-shirts**

- a. Do we need to order shirts now?

We have six t-shirts left from last year. Sam to provide Gill with the sizes and number of the camp staff as well as other staff.

#### **13. Possible forms for members / camp parents (Nerissa)**

- a. Introductory letter for camp parents

Sam confirmed that an introductory email was sent every week to the camp parents last year.

- b. Survey for camp parents

Paula sent a survey to camp parents at the end of each camp week in 2016. We agreed that it would be good to do this annually. Nerissa will follow up.

- c. Survey for members

It was suggested that a survey be sent out at the end of each season. Nerissa will look into building the questions as well as seeking input from board members and using the membership survey of 2016 as a reference.

#### **14. OTA – Tennis Month in Ontario**

- a. To celebrate the 100<sup>th</sup> anniversary of the OTA, June has been designated by the OTA as Tennis Month in Ontario. We have registered to celebrate by hosting an event in June. We have been provided with items we can use as giveaways/prizes. The event can be members-only or open to the public. Afterwards, we email a description of the event (and photos) to the OTA. A panel of judges will select a winner based on relevance, creativity and originality. The prize is an evening for 18 members in the OTA Suite during Rogers Cup week. Also prizes for 2<sup>nd</sup> and 3<sup>rd</sup> places.
  - i. We can make this event the June social, or have a separate event. Gill is away in June so will need someone else to help organize.

Peta Bailey agreed to organize July social.

Chloe will send the information to Gill and discuss further the details.

#### **15. Website calendar (Nerissa)**

- a. Adding an events calendar to our website (\$4-5/month)

We all were in agreement to cover the cost for adding an event calendar to our website.

#### **16. Kitchen Supplies – Gill**

- a. Do we want to encourage kitchen supply donation by members?

Suggestion was made that we ask members to bring their own plates and cutlery for each social/BBQ.

#### **17. Update to Social Calendar – Gill**

Already discussed.

#### **18. Slack Demonstration – Nerissa**

Postponed for the next board meeting.

#### **19. Treasurer's Report – Appendix A**

## **20. Other business**

Flowers – Gill will consult with Alma

Taco is looking into the different software for possible replacement of Jegysoft. Bud is looking into this as well

Doug - The roof is not visibly leaking, but about 50 shingles have recently blown off. The deck needs to be fixed.

21. **Next meeting** - May 22<sup>nd</sup>

22. **Adjournment** - at 9:30pm

## **Appendix A**

### **Treasurer's Report April 17, 2018**

2018 Collection of **Revenues** (Jan 1-April 15): \$132,000+ (2017: \$132,500), paid 70% by e-transfer and 30% by cheque; more than \$15,000 in registrations still pending.

**Cash Position** as of April 15: RBC: \$7,000+; Tangerine: \$476,420.

**Member #'s:** Total 389 ; Adult 138 ; Student&Jr 14, Couple 118, Family 119.

**Camps** (completed registrations):

Week 1 F13 M10 A3 ; Week 2 F16 MFull A2 ; Week 3 F14 M15 A1 ; Week 4 F8 M7 A2 ; Week 5 F6 M7 A9 ; Week 6 F8 M10 A0 ;

Week 7 F2 M10 A2 ; Week 8 F8 M8 A2 ; Week 9 F3 M0 A0

(Maximum spots: Full 24, Morning 16, Afternoon 16.)

### **Insurance**

We have renewed our insurance through the OTA at very reasonable rates. We increased our building insurance from \$150K to \$600K, which is what it would cost to rebuild should a full loss occur (this on advice by our agent). The \$600K is based on the amount of recently obtained renovation quotes, and is in the range for the co-insurance requirement that insurance not be less than 85% of the replacement value (to ensure that we wouldn't end up sharing 50/50 of the costs). Cost: \$594. So:

Comparison:

2017: total cost \$1853.45, building cost \$525 insured for \$150,000 2018: total cost \$1886.82, building cost \$594 insured for \$600,000

### **Investment**

We need to obtain a better return on our savings. In order to do so, we will open an account at RBC DS to gain access to a variety of GIC's. The Club will deposit the funds to be invested based on the brief investment policy below:

To disperse approximately \$300,000 of the reserve funds across 4 institutions over a 1 year period. The remainder will be kept liquid, at Tangerine.

### **Return Objectives**

Maximize income within allowable risk tolerances in order to keep pace with inflation.

### **Risk Tolerance**

Very Low. Being a reserve fund, safety and preservation of capital are paramount.

### **Time Horizon**

Based upon anticipated near term capital projects the current time horizon needs to be 1 year or less.

Liquidity

The KTC has enough funds (\$180,000) separate from this plan in liquid assets that there is little expectation of requiring these funds prior to maturity, but we can always retain more in liquid form.

Investment Solution

To disperse approximately \$300,000 of the reserve funds across 4 institutions over a 1 year period. For example, based on current rates (these could change between now and execution):

Home Trust	2.20%
ICICI Bank Canada	2.17%
B2B Bank	2.15%
Laurentian Bank	2.15%