

Minutes – KTC Executive Meeting

January 15th 2019

Location: Four Points Sheraton

In attendance: Chloe Wilson, Gill Turnbull, Bud Nelson, Taco Meuter, Nerissa Mulligan, Doug Bowie, Heidi Traulsen, Mike Halinski, Viki Andrevska, Jean Francois Duplessis

Regrets: Mike Bartlett, Gary Wilson

The meeting was called to order at 7.05pm

1. Agenda was approved

2. Minutes from December 2018.

Motion to accept the minutes. Proposed by Bud, seconded By Taco. **Motion carried**

3. MEMBERSHIP

a) The membership rates for 2019 were discussed. **Mike H, JF and Nerissa** will meet to make recommendations to the February board meeting.

b) The membership application form will be reviewed and updated. **Gill to review.**

c) Aussie Open Final – Viki has looked into and recommends Jack Astors for both the Saturday Ladies' final and Sunday Men's final. Both days have been booked and times will be confirmed – **Viki**

d) Larry at Racquet Science has proposed to be more involved with the KTC and is offering a discount to members for stringing and gripping. He also proposes to have monthly deals which can be accessed via our web page. It was suggested that the confirmation from KTC for membership could be shown to Racquet Science as proof of membership if needed. **Heidi** will follow up with Larry on this.

e) Rogers Cup Box at the Rexall Centre in August for the Ladies event. Taco will follow up regarding the number of tickets sold for the last event there in 2017.

4. Camps

There was much discussion regarding the format of the camps for this year regarding

- **Minimum age**
- **By age or ability?**
- **High performance camp in the afternoon?**
- **The need to know level of play of participants**

Nerissa, Chloe, Mike B and JF will meet to make recommendations to the board for the next meeting in February. This will include the proposed camp rates.

5. Governance Training

Motion: That up to \$500 be allocated for Chloe and Mike B to have some training on running a meeting from Leslie Jermyn.

Proposed by Gill, seconded by Mike H.

Motion carried

It was suggested that maybe later on there could be some training for other members of the board.

6. Facilities and Infrastructure

Doug reported that we are still waiting on the report for the scope of repairs and costs for the damage to the office and ladies' washroom. We need these figures before we can make any decisions on what to do. There will be some safety inspections starting this week on structure, hazardous materials and fire safety. The outcome of these inspections along with the repair quote will guide our decision on how we will proceed.

7. Communications

It was suggested that we should update the members on the current state of affairs with regards to the clubhouse, waiting for insurance and safety reports. The matter of who would send out the notice was discussed. **Kristine Barker** (our book keeper) has shown an interest in being more involved with the club in the area of communication, notably with Facebook and Instagram. **Mike H** contacted her about this and she responded positively. **Gill** to contact Paula about admin rights and passwords for this. The first newsletter should include a recruitment for staffing.

There was discussion about communications from club members to the general KTC account. **Bud** offered to be the point person for this.

For the Spring communication we need to provide the website with all the information for the upcoming season.

It was decided to put an ad in Spring Leisure Guide this year. The deadline for this is February 8th. Nerissa, Chloe, Mike B and JF will look into this.

8. Work Plan

There was discussion on the work plan developed at the Jan 3rd meeting. It was suggested that the Programs committee will be responsible for the hiring of program staff for the Summer. (Stewards are hired by Facilities and Infrastructure committee.)

The committee to include JF.

- Camp staff
- Camp director
- Teaching Pro(s)
- Job advertising

9. Other business

a) Some changes to the suggested Committee structure:

- Formation of a **Communications Committee**: Heidi, Chloe, Viki, Taco and Kristine Barker.

Website updates to be done by this committee.

- **Governance Committee**: Gary to chair

b) **Parking passes** – Facilities committee to take care of this.

c) Mike brought an advertising opportunity for the KTC in the intermission of a few of the Kingston Frontenacs Hockey games at the Leon Centre. Dates available: Feb 18th, Feb 22nd and March 15th.

Mike will send the contract information to Heidi who will follow up.

Meeting adjourned at 9.25pm

Next meeting: Tuesday February 12th at 7pm. Place to be determined.