

KTC Executive Meeting Minutes
Wednesday, December 16, 2015, 7:00pm
Dave's Home

Present: Doug Bowie, Rick Donaldson, Flame Eadie, Sam Faris, Lynne Hanson, Jocelyn Purdie, Paula Loh, Isabelle Pollock, David Stocks, Tom Thayer

Absent: Ginette Blais

1. Minutes Wednesday, November 18, 2015

Jocelyn moved, Dave seconded, approved

2. Minutes Special Board Meeting from Wednesday, December 2, 2015

Jocelyn moved, Isabelle seconded, approved, one abstention

3. Membership - use of membership list

The issue here is whether members should be permitted to use the membership list for debate on tennis club issues, given that not all members would agree to this use. If people are feeling strongly, there are other avenues for discussion, for example contacting the Board directly or using the blog. We all agreed that it is not appropriate to use emails from the ladder for other unrelated purposes.

Jocelyn suggested that the future by-laws might solve this problem by setting out membership rights and obligations. Doug also noted that a permanent blog might solve this problem, since it will provide the necessary forum. When executive members have access to the email list, they must conform to the rules that will be established in the new by-laws. We agreed to send out a reminder about the appropriate uses of the email addresses found on the ladder, and to direct them to the blog if they want to communicate with members on other issues or concerns.

4. Revision of By-Laws – update

Jocelyn sent out a report on the committee progress. The committee is now Jocelyn Purdie, Paula Loh, Ginette Blais, and Heidi Traulsen. New ON legislation on non-profits is expected in two years, and we will have three years to comply after that. It makes sense to try to conform to them in advance. Paula and Jocelyn have met with the Queen's Business Law Clinic and they are working on the by-laws to ensure conformity with the current legislation. The 'default draft' put out by the Ontario Government will be helpful as a guide and can be used as a template. Jocelyn has obtained by-laws from a number of other tennis clubs, and Heidi is looking at other local clubs, such as the curling club, etc., and Ginette has provided by-laws from the women's soccer club. The Committee is now looking at next steps and a draft for new by-laws in the new year.

5. Audited Financial Statements for 2015 & Auditor's Recommendations

Tom and Paula met with the auditors on December 14, 2015. The auditors corrected an HST error that has now reduced 2015 income by \$3,000. The biggest change was one that they did not make but wanted to, regarding the income from our pros. It appeared that the pros were working for the club, and we need to make it very clear that the club is merely acting as an agent and collecting the money, but we are not actually retaining the revenue. We need to change our procedures slightly to ensure that people know that they are contracting directly with the club pros. Our financial situation is quite stable and we are doing well. Paula and Tom have been exploring charitable status; the OTA states that no Ontario tennis clubs have charitable status. An accountant at Revenue Canada who is auditing charities conveyed her opinion that we are ineligible for charitable status. We must "serve the public good" and/or operate in one of several designated areas, such as education, health, and religion. It might be possible to explore charitable activity in the future, such as either establishing a separate foundation for a specific purpose (ex. Thousand Islands Playhouse does this) or partnering with a charitable organization.

Motion to approve financial statements: Tom moved, Lynne seconded, approved.

In the process of the audit, auditors will make recommendations to avoid pitfalls, and lending/granting agents might ask to view auditors' recommendations, so it is a good idea to follow them. The first recommendation related to Les Higginson's barter transaction for the property survey in 2014. It is clear that we must pay HST on the value of work performed; we owe about \$350 in unpaid HST, which we will remit. The recommendations on internal controls should be voted on in the future as good management practice; for example, we should have a proper budget for the junior camps and renovations, so that people don't need to constantly seek approval for expenditures. On guest fees, we don't have an independent record – this is a common complaint by auditors, and Tom will figure out a way to deal with this concern. The cheque-signing was unusual in that there was only one person signing and people could sign off on their own cheques. We have decided to adopt the practice of not signing off on your own cheques, even though our rules don't currently require this.

New Rules - Tom moved, Isabelle seconded, approved unanimously.

- 1. A signing officer cannot approve their own reimbursement.**
- 2. All reimbursement for travel must have prior approval from the Board, and travel will ordinarily originate from 45 Napier Street.**
- 3. The Vice-President and Secretary should be added as signing authorities, and each cheque over \$2000 will require two signatures.**

6. Planning for Junior Summer Camps - budget (rates, cost of lunches, staffing guidelines); marketing plan; who will handle pre-season enquiries?

We should think about having a budget – look at our rates and court usage, cost of lunches, etc. There was much discussion about whether to continue to provide lunches or have campers bring their own - competitive camps commonly have campers bring their own lunches and then provide a special lunch on Fridays. It has also been a longstanding practice that lunches have been ordered in for camp staff as part of the camp order; this practice should also be examined. Dave suggested that we ask camp counsellors for their input on what might be the best way to deal with the cost of lunches, and Board members agreed. Dave and Sam will meet with Clare Webb (last year's Camp Director), and will report back in the January meeting. Tom, Sam, Flame, and Dave will all serve as members on the Summer Camp Committee. We also have a Try-Learn-Play program that brings elementary school students in before the season, and we need to advise the camp director that this is part of their job. We do have written contracts for these jobs, but they don't always specify all of these duties. We could ask the Camp Director about her current duties and then try to provide a more accurate job description in the future. Jocelyn suggested that the OTA website might be helpful for specifying staff responsibilities. Doug noted that there should be some flexibility, depending on the staffing in any given year.

7. Website - proposed upgrade

We discussed whether to upgrade the website, or whether what we have is satisfactory. Part of the problem with our current website is that it is difficult to update, and is not interactive. There are opportunities for marketing partnerships and to easily communicate current club information to members on the Home page. However, members have not expressed any dissatisfaction with the current website, and there was some debate about the need to upgrade. Jocelyn suggested that we do some research into cost on a basic upgrade, an upgrade from HTML, etc.

8. Capital Project Committee - mandate; review submissions for committee members

We need to revisit the committee's mandate and consider the future direction, since our mandate has changed somewhat in light of the vote. It might be a good idea to do some fact-finding and then survey the membership as to what they want in the future. Some of the options are to renovate the current clubhouse, extend the current clubhouse, etc, and we need to know what the costs and repercussions of those options are. Relocating the clubhouse on the current site creates the option of building an 8th court that is otherwise lost if the existing clubhouse is renovated/expanded. Flame has looked into using Survey Monkey on this subject, and has offered to send some trial survey questions to us for feedback. She will do so in a few days. There was some discussion about moving the club to another location in the city and whether that would be worthwhile - would there be substantial cost savings to justify all of the inconveniences? Paula has been in

contact with several City managers in Recreation Services and Planning. She confirmed that the City will not be implementing court bookings for the public courts and has no plans to develop indoor tennis. The City would consider a joint venture on indoor tennis; they would typically provide the land and we would run it. The City is gathering information and will get back to us in January. Belle Park is a possibility - the location is relatively central but the site needs some work. A member proposed a possible location for a sportsplex is on Highway 15, although traffic is a problem for accessibility. One of the City's concerns is that they want to make sure it is viable and that a partner will not bail on the project. There are options to pursue and we could present them to the membership. Paula investigated the Welland Sportsplex - with a small population of 51,000, the City has built four indoor tennis courts as part of a \$16m sports facility. The current executive of the indoor tennis club no longer wants to run it and is planning on retiring from active participation in the operation of the sportsplex.

In terms of the mandate of the committee, there was some discussion as to whether we should survey members first and then strike the committee, or put the committee in charge of the survey. We need the big picture before we decide which direction to take with the capital project. The Board should formulate the questions to narrow down potential directions. The only viable reason to move is for more space and to have indoor tennis, so we need to find out how people feel about this as an option. We agreed that Flame and Isabelle will put a survey together and send it to the Board for our feedback.

9. Next meeting date and location - Wednesday, January 13, hosted by Doug Bowie

10. Other business – winter tree-trimming near Court 4 (primarily along the south fence) and removal of branches to be arranged

11. Meeting Adjourned 10 p.m.