

MINUTES - KTC Executive Meeting
June 13, 2017 @ 7:00pm
Viki's Home

In attendance: Viki Andrevska, Julius Breza-Boski, Rick Donaldson, Paula Loh, Graham Lord, Jim Martin, Bud Nelson, Gill Turnbull, Chloe Wilson

Absent: Doug Bowie, David Stocks

1. Review/approve minutes of meeting from Tuesday, May 23, 2017

Minutes approved.

2. Payment & Refund Policy – social events, tournaments, group lessons & clinics, private lessons

Private lesson cancellation 24 hours before the lesson is okay without penalty, but not after that. To be assessed on a case-by-case basis. Jim will follow up with those who have not yet paid for lessons held.

Guest fees are one of the problems that the treasurer has identified. The difficulty arises with identifying the guest and matching the payment to the correct guest. The pros and stewards should take a proactive role in solving this problem.

Sign up for group lessons and clinics is closed one or two days before they occur. Pros should take the initiative to identify and follow up with people who have not paid. Jim would be happy to write an email to people who signed up for the group lesson or clinic but have not paid. Those fees are in pending payments; some other tennis clubs do not have pending payments for group lessons or clinics, as payment is required upon sign up. One way to solve this problem is to require same-day payment for a group lesson or clinic (if not paid by midnight, the booking is deleted automatically).

Memberships are refunded for serious injuries when accompanied by a doctor's note. We will continue the practice that has been working in the past which is to consider requests for refund on case-by-case basis. No refund will be provided for group lessons or clinics unless a serious injury has occurred. The pros should actively identify who has/has not paid for lessons. (We need to update and issue contracts for the pros that specify who is responsible for collecting payment.) The pros have the list of people signed up for the lesson before the lesson with the payments and pending payments. The stewards should be able to see all the pending payments and help pros in collecting the pending payments.

No refund should be provided for individuals for social events since food has been planned beforehand. Guests can attend social events but not tennis activities before the meal.

3. Succession Planning – key Board positions

The Treasurer and President will be resigning at the end of this term. We need to start the search process for these two important roles.

Furthermore, we need to evaluate the bookkeeper's scope of work and consider giving her more responsibility. Identifying her responsibility and delegating some of the treasurer's duties could help with club efficiencies; the Treasurer should be overseeing and not doing the tasks. The bookkeeper can be more involved with aspects of Jegysoft. She could also deposit cheques and authorize e-Transfers. E-transfers have had a significant impact on the treasurer's workload. Jim will help with evaluating her position.

There have been challenges this year with the stewards and much effort is being applied to assist one or more of them in improving job performance.

The need for a Club Manager has become more obvious. We are getting to the point where it is very difficult to effectively manage new stewards. It has been discussed before that the bookkeeper position could evolve into a Club Manager position. A one-year mandate for the Treasurer's position has negative repercussions to the overall operation of the Club. Every new position has a learning curve and this is especially noticeable in the Treasurer's position. The President, Paula, will be on the Board as Past-President until Fall, 2018. This is a positive aspect since she would be a great source for passing along knowledge to her successor.

A nominating committee should be formed now to begin seeking nominees for the two vacant key positions (and others) on the Board's Executive Committee. Paula will ask Doug to chair and begin organizing a nominating committee.

4. Governance – detailed review of by-law revision

The Club Manager can attend the Board Meetings but will not have the right to vote.

1.02 – Head Office

Take out the second sentence: *“Subject to the Corporations Act, R.S.O. 1990, c. C.38 (the “Act”), the Corporation may, by a Special Resolution, change the place or municipality and the province in which the registered office of the Corporation shall be situated.”*

3.01 – Annual Meeting

The auditor's report should ideally be sent to members 21 days prior to the AGM. Graham will check the Corporation Acts to see if 21 days is a requirement. Our year-end is September 30th and we received the audited statements on October 21st. The 2016 AGM was held on October 26th. A proposal was made that the AGM coincide with the Fall cleanup day, which was held on November 19th in 2016, in order to have the time to distribute the auditor's report 21 days prior to the AGM.

5.05d – Election of Directors

Motion: Chloe moves that nominations from the floor will only be accepted if a nominee cannot stand for election at the time of the annual meeting; the nomination

of a replacement for the declining nominee may be made from the floor of the meeting by any two Full Members. Seconded by Graham. Motion Carried.

5.08 – Committees

‘Finance’ and ‘Property’ Committees are permanent committees. The Finance Committee should oversee the work of the Treasurer. The scope of the Property Committee should include all major infrastructure aspects and ongoing maintenance requirements of the courts. Jim will define the committees and send a copy to Paula.

Paula and Graham will take another look at the by-law and send it to the members for their comments. The Board will then vote to approve them and present them at the AGM for final approval by the membership.

6.04 – Chair

The President, or their delegate from the Board, shall act as the Chair.

5. Capital Project – design update; fundraising & sponsorship proposal

Paula provided an updated design for the Clubhouse. To be able to move the Capital Project forward we need an estimate of the costs to prepare for the financial vote by the membership. Our civil engineer will be asked if we need to also do core drilling to determine the integrity of the courts. The civil engineer, general contractor, and designer are the key people for the Capital Project. Graham suggested that we should look around for the best deal regarding a general contractor. We should ask Mike Preston for his recommendations. Decision was made to open up the search for a general contractor to all club members. Chloe will include this in the next email announcement.

Viki provided a preliminary plan for a fundraising campaign for the Capital Project. A Fundraising Committee was initiated in 2015 by Flame Eadie. Flame would like to help with ideas but would not like to commit too much time. Paula and Jim also would like to help. If the KTC Board supports the fundraising campaign then a Fundraising Committee will need to be formally formed (from the 2015 Committee only Flame agreed to help in a limited capacity). Board Members will need to make a decision regarding selling the rights to naming courts, benches, clubhouse, etc. The Fundraising Campaign will include online donations, fundraising events, fundraising proposal, identifying donors for approach, creating a donors wall etc. Once we have the capital project cost, we can go forward with fundraising.

Viki met with Elizabeth Huculak, President of Tennis Alberta, on June 8, 2017.

Elizabeth’s suggestions were: contact the OTA or Tennis Canada regarding a tax receipt for donations; send fundraising email to current and past members; media – community awareness through press releases; marketing brochure; organize fundraising events; City of Kingston support; community partnerships for off-season use of the clubhouse; apply for a grant etc.

6. Treasurer’s Report

Revenues are up, new memberships are still coming in. Forecast for this year's net revenue is \$100K.

7. Grand Slam brackets – request by Aaron Zhou for sponsorship

Aaron Zhou won the Australian Open Racquet Bracket run by Tennis Channel. He asked if the club could provide local prizes for future participants, but there was no interest in this type of sponsorship.

8. Set next meeting date & location - proposed date of Tuesday, July 18

Rick will host (backup is Bud)

9. Other Business

Social – Friendly Inter-club Play with Quinte Tennis Club for the KTC trip to Quinte club in Belleville on Sunday 25th June.

Quinte Tennis Club is hosting a tournament on Canada Day weekend and has invited KTC members to participate. Singles (Men, Ladies): Saturday, July 1, Doubles (Men, Ladies, Mixed): Sunday, July 2; \$10 entry fee; Rain dates: July 8, 9

A member had expressed concerns about the safety of the upper deck. Member Tom McCleneghan, a structural engineer, inspected it and said that it requires minor repairs (replace a joist hanger, replace some loose spindles). Rick suggested that we can do the repairs ourselves. As a safety precaution no junior campers should be allowed on the balcony.

An email was received from a member regarding being able to make advance booking of courts held for the tournaments, in the event that they are not needed. It is up to the members to monitor the website for news of courts being released.

Gill gave an update that shirts with the new club logo have been ordered.

10. Adjournment at 10:24pm