

MINUTES - KTC Executive Meeting
November 9, 2016 @ 7:00pm
Dave's home

Present: Viki Andrevska, Doug Bowie, Julius Breza-Boski, Rick Donaldson, Sam Faris, Paula Loh, Graham Lord, Jim Martin, Bud Nelson, Dave Stocks, Gill Turnbull, Chloe Wilson

Absent: None

1. **Meeting called to order** at 7:20pm
2. **Group Photograph** – group photo was taken
3. **Introductions by Board Members** - 7 new members, 5 incumbent members

President – Paula Loh
Vice-President – David Stocks
Secretary – Viki Andrevska
Treasurer – Jim Martin

Members-at-large:

Doug Bowie
Julius Breza-Boski
Rick Donaldson
Sam Faris
Graham Lord
But Nelson
Gill Turnbull
Chloe Wilson

4. **Designation of Duties for Members-at-Large** – plus other projects & tasks for consideration
 - Maintenance – Rick;
 - Tournaments – Sam;
 - Social Director – Gill;
 - Membership Director – Bud;
 - Julius will help with IT. Paula is currently looking after the software and the website, but is happy to hand it to someone else. Jegysoft, our online software, has different components, for example financial aspect, booking system, etc. and we are still learning about the software and more can be done. The new website is hosted by Wix.
 - Communication – Chloe will look after the newsletters, emails to members, and the updates to the website;
 - Governance (By-laws) – Graham;
 - Staffing - Dave will oversee, and Sam will help;
 - Marketing - No-one put his/her name forward. Paula suggested we could reach out to

the membership to perform tasks. Gill will do the social posters.

Junior Development (Junior Open House and Junior Tournament coordinator)

The Junior Open House was rejuvenated three years ago; Chloe coordinated it last year. The JOH is popular and promotes the club to young people and their parents. Junior Ladder didn't work this summer. The Pros or some parents might be interested in looking after Junior Development. Groups might work better than individual engagements like the ladder.

Evaluate Junior Camp Survey results of 2016 and make recommendations

Committee was formed: Doug – Chair, Dave, Sam, and Jim.

Some aspects to take into consideration: morning sessions are more popular than afternoon sessions; parents select half-day vs full-day for different reasons; last year we limited the number of half-day registrations to 16 and full-day to 24.

Survey to the membership

Jim will prepare notes to present at the next board meeting. We have a subscription to Survey Monkey that may be used.

Conduct “Lost Members Survey” of 2015 members who did not renew in 2016

Bud has begun looking into the data

New member outreach committee coordinator – requires someone

Volunteer recognition awards coordinator – requires someone

Organize/clear out files on club computer – Julius to take computer home for the winter and clean it up

Organize club keys - Sam will take on this responsibility and Rick will help

Ball machine needs a winter home – Chloe will look after it

Club Manager Job Description

Committee was formed: Chloe – Chair, Julius, Dave, and Doug. The committee will discuss the position and bring it back to the board. Some aspects to take into consideration: what are we looking for and what do we want from this person; we have a motion to hire a bookkeeper from the previous board; some other clubs employ managers all year round; where are efficiencies gained; not fair to put so much work on certain volunteers; camp director savings; head steward; lack of ongoing skilled volunteers; difficulty for board members to do this job; hiring both a bookkeeper and a club manager is a new commitment; part-time club manager could result in a salary in the range of \$22-\$24K which may be a bit high for our budget. Doug mentioned other similar positions are paid in the range \$15K-\$18K. Can we scale back some of the things that we are currently doing at the club? Consider offering more programs for juniors to attract more young members. There are existing inefficiencies in operations. Advantageous to have a person there all the time for consistency. What is the competency level on the board - maybe we can continue to handle all management aspects.

5. Review of Minutes for 2016 AGM - distribute to membership for comments

Paula suggested that we review the minutes at the Board Meeting and then send the draft to the membership for immediate review. A suggestion was made not to include general opinions/speculation in the minutes of the AGM; if no action taken then should not be in the minutes.

6. Governance - status of by-law revisions

Graham is responsible for Governance and overseeing the by-law revisions. The first draft was made by Queen's Business Law Clinic in June and a further version was received in November. Graham and Paula met with Jocelyn Purdie earlier this week to discuss it and they would like to meet with the QBLC representative to follow up.

7. Capital Project – review

In September, we applied for an Ontario150 grant of \$250,000, which covers up to 75% of project costs to upgrade infrastructure. If approved, the funds need to be used by March 31, 2018. We have to start the project by fall 2017.

We would also like to apply for a Trillium capital grant, worth up to \$150,000. If we do apply for both grants, we would have to split up the project into two phases, as Trillium's next application date is now October, 2017. This will mean that construction would be done over two years, with the infrastructure work done in the first year and the clubhouse constructed in the second year. We have 5 years to tear down the old clubhouse and build the new one in order to minimize City building permit fees.

We have to present the cost of the whole project to the membership. We will have more knowledge of the approximate cost of the project once we are notified of the Ontario150 grant result. Paula met with Ben Doornekamp, general contractor, to discuss project management options (it is best to have professionals manage the construction aspects). Ben could not do the job and recommended Bill Anglin, who is available next fall to work on the project. We received 4 quotes last year which will serve as a baseline for further costing. We need to ensure that requirements for building good courts are met. It was suggested that it would be preferable that the financial vote for the capital project be held at a membership meeting.

8. Fall Cleanup Date – rescheduled to November 19th (too many leaves still on the trees)

9. Court Lights – timing of lights after Thanksgiving

Our procedure could be adjusted in the future regarding court lights, but it requires an upgraded lighting system. Our current lights (mercury vapour) cannot be turned off/on like a light switch (they require warm up and cool down periods of 10-15 minutes), so we cannot have manual switching on and off. A modern lighting system could be installed with a combination of manual control and a timer. We don't have the budget to replace lights on Courts 4, 5, 6 as part of the capital project.

10. Set next meeting date and location

Tuesday, Dec 13 at 7:00pm at Paula's home

11. Other Business

Contact information – Julius will prepare and distribute board members' contact information to the board.

A proposal was supported to email past members and inform them of upcoming social events to keep them engaged with the Club.

12. Adjournment at 9:57pm.