

Minutes – KTC Executive Meeting

December 18th 2018

Location: Douglas Library, Queen's University

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

Regrets: Jean Francois Duplessis

The meeting was called to order at 7.05pm

1. Welcome and introductions.

Each member of the executive introduced themselves and related their interests in becoming a board member.

Highlights:

- Nerissa - interested in the Junior Program.
- Viki – fundraising interest
- Gary – interested in getting more support from OTA
- Taco – interested in indoor tennis and special projects
- Chloe – interested in improving operations to maintain a healthy club for Kingston tennis players
- Mike H – new to Kingston and the KTC .

2. Group photo

Postponed due to absence of JF Duplessis

3. Approval of agenda

Approved with the addition of looking into a site for viewing the Australian Open Final

4. Overview of KTC Executive

a) Background/Expectations/Goals

Chloe outlined the responsibilities of the board members as being a mix of governance and operations. How should we handle the formality? The new by-laws introduced in 2017 stipulate 2 year terms for the board members. Chloe outlined that she wanted it to be a positive experience this year. She outlined the goal of introducing a work plan with annual objectives. A meeting has been arranged for the 4 officers (President, VP, Secretary and Treasurer) to develop the plan. She welcomed other people's interest in joining the group. JP and Heidi and possibly Doug were interested in attending. A draft work plan will be distributed to the other board members prior to the next meeting for discussion.

b) 2019 KTC Executive Meeting schedule (see attached – appendix A)

Meetings will take place on Tuesdays from 7-9pm as per the schedule attached. Locations to be determined later.

5) 2018 AGM recap

The minutes were approved with the suggested amendments. Viki will update the minutes and redistribute to the board for confirmation

6) Debt Capacity

Mike had a few questions:

- Would the board be willing to get an outside independent consultant to look at this?
- If we get a figure from the consultant would we feel comfortable accepting it and going forward?

There are several assumptions that we need to take into consideration that would influence our debt capacity. How much risk are we willing to take on? What are the costs that are upcoming.

The idea of an independent review was tabled for now. The club work plan may define some of the assumptions that we need to take into account.

7) Clubhouse safety

a) Doug gave an update of his meetings with the adjuster regarding the flood in the kitchen/office area of the clubhouse. The good news is that everything is covered under insurance less our deductible. Service Master has cleaned up the area. The flooring had to be removed along with several walls that were taken down to the studs. Damage also to the women's washroom involved the ceiling tiles and walls. All the equipment has been taken out of the office area and placed in the main part of the upstairs. Viki and Gill to take care of the fridge contents. We will be getting a quote for the repairs. Once we have the figure we will have to determine how much we want to do depending on how long we feel the present clubhouse is to be used.

b) There was a question about getting an independent safety assessment. The city will not do this. An engineer or architect would be able to assess for structural issues and others for environmental issues. Doug is hoping for the repair figure soon. Chloe will look into getting quotes on a safety inspection

c) Additional repairs to clubhouse (covered versus non-covered) – How much do we want to do to best utilise the clubhouse for the upcoming season(s)? Much of this will be determined in the club work plan.

8) Review of recent member communications and how we should respond

Heidi and Chloe volunteered to draft a letters in response to the 2 e-mails from Club members. It was agreed that the sharing of information with members, requested by any individual, would only happen with approval by the board.

Chloe said that Leslie Jermyn (our chair at the AGM) offers training in Governance . She thought that it might be useful for new board members to attend every few years.

9) IT Evaluation

Taco has proposed an alternative option to Jegysoft . Taco, Bud and Mike H to consult on this together to see if this is a better option for the club. Book keeper Kristine is also to be consulted. A demo would be good to review.

10) Marketing and advertisement – Kingston Frontenacs showcase

Item deferred

11) Other Business

Viki to contact Jack Astors about a KTC social to view the Australian Open Tennis Men’s Final at the end of January.

Meeting adjourned at 9.25pm

APPENDIX A

Proposed Dates for 2019 KTC Board meetings

Time: 7-9pm?

Location: ?

Jan 15

Feb 12

March 26

April 23

May 21

June 18

July 16

August 13

September 10

October 8

November 5

AGM ?