

MINUTES - KTC Executive Meeting

Wednesday, August 10, 2016, 7:00pm

Sam's Home

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

Absent: Ginette Blais, Rick Donaldson, Lynne Hanson

1. **Meeting called to order** at 7:05pm
2. **Minutes approved for Wednesday, July 13, 2016** without amendment
3. **Court Booking Policy & Stewards** - court usage and booking policies were discussed. Currently, there are many open courts throughout the weekends and some in the evening hours on weekdays, while morning weekday slots continue to be in high demand.

We will implement/enforce the policy that only one teaching court may be used:

- (a) during weekday evening prime time (4:30-7:30pm), with the exception of group lessons that require two courts
- (b) from 8:30am-4:30pm during the weeks that the junior camps are in session

Last-minute booking of lessons is permissible as long as there is an open court in that timeslot.

Stewards continue to monitor no-shows for court bookings; infractions appear to have decreased. We discussed possible ways to ease pressure on the courts, but there appears to be no simple solution. We will consider amending the maximum number of court bookings for the 2017 season. Flame suggested that we survey the members this Fall on court usage to gain further insight into the various challenges and desires of members with regard to court bookings.

We will ask Jegysoft about court usage analysis since they document much information on court bookings. What statistics are useful to examine to help us determine whether we have a problem or not with the number and type of bookings that we currently allow each member?

One option to ease member frustration when booking courts is to compile some tips. ie. best to book ahead if you can; weekends have lots of excess capacity; avoid booking Doubles at 8:30am on weekdays - booking at 7:30am and 9:30am will open up more 2-hour slots. Paula to send out tips by email and post on website.

Communication with members - stewards have to react on-the-spot to attempt to resolve problematic situations. For follow up, they should email Dave and he will take care of it. Dave to communicate to stewards the new procedure.

4. **Treasurer's Report** (Tom) - revenues & expenses are in line with estimates. We expect to have a profit of \$95K for 2016, resulting in \$265K in the bank at the end of the 2016 season.

We have received formal notification from Revenue Canada that they have approved our refund application and we have a credit against future HST submissions of \$29,165 (ie. we will not have to remit HST until sometime in 2019). We will also have ongoing savings of the HST that had been remitted in error in the past for the junior tennis camps.

[NOTE: Following the August board meeting, Tom made a request to Revenue Canada that the refund be issued in the form of a cheque instead of a credit. This request was approved, along with an increase in the overall value to be received, which is now \$31,000. (Credits for one particular year had been initially disallowed, but have now been processed.)]

Tom will be meeting with the auditor to ensure that we correctly itemize/record our savings for future capital projects and maintain our non-profit status.

5. **Capital Project** (Paula) - when researching the Ontario 150 and Trillium Foundation grants, check that they allow sole sourcing. We need someone within the club who can be the point person during construction to liaise with the general contractor. Paula consulted with Ben Doornekamp, who recommended Bill Anglin as an experienced general contractor who could perform and oversee both the infrastructure work and the clubhouse construction. We will ask civil engineer, Doug Prinsen, to update the infrastructure quotes, plus get a quote from Anglin. We would like a separate item price for pre-wiring lighting for Courts 1,7,8 as there is some question as to whether we would ever require eight courts to be lit in the future.

Regarding clubhouse construction, we will consider modular construction, such as that provided by Bonneville Homes (showroom in Belleville). Also determine what other firms are recommended. Re. clubhouse design, could we construct a one-and-a-half storey building and avoid installing an elevator if the upper floor is only for staff access?

6. **Club Manager position** - planning for the future. As club operations become more sophisticated and members increasingly expect professional service, it is becoming more evident that we require a Club Manager in the near future. The scope of the position needs to be determined, such as work period/responsibilities/job description/pay scale. Areas of responsibility may include: Communications & Advertising, Staff Supervisor, Bookkeeping, Maintenance. Flame will compile the job description.

7. **Season-End Dinner Party** (Flame) - plan to make it an annual event. Date proposed is Saturday, October 1. Investigate the yacht club as a convenient and affordable location. No tennis beforehand. Consider recognizing up to three key

volunteers with something tangible (certificate or perhaps their name on a plaque at the club). Ask members to nominate people. Have a theme for the party. Encourage members to form tables of 8. Live music? Flame will explore options.

8. Governance - this year's AGM will be held on Wednesday, October 26 at Ongwanada. Succession planning - the Nominating committee will be headed by Doug (a past president). He will seek out committee members from both the board and the general membership. Board members who plan to return are: Dave, Sam, Paula, Flame (Flame would consider switching to another role on the board). Those who currently do not intend on returning next year are: Lynne, Tom, Isabelle, Jocelyn. Undecided/unknown: Doug, Rick, Ginette.

Tom will look into options for hiring someone to do the bookkeeping work. He believes it would be easier to find a member who is qualified to do the actual treasurer duties than a person who has both the time and the skills to do the current position which includes bookkeeping (the bookkeeping could be blended into a Club Manager position).

We also require one person who can look after Communications (website, emails, newsletters).

9. Next meeting date & location - Wednesday, September 14, 2016. Rick to host.

10. Other Business

- a) The header tape for the net for Court 1 was repaired by a local seamstress for \$100 (four rows of stitching x 40 feet long)
- b) Singles Tournament - there is a high probability of rain for both Fri & Sat. Sam will make the call on Thu evening as to whether to postpone the tournament to the following weekend or to run as scheduled.
- c) Steward Handbook - Alma Thayer continues to meet with the stewards, who are each writing sections to compile the handbook
- d) Water Jugs - they are a successful addition for the junior camps. Stewards are to use the tap on Court 7 to fill them.

11. Meeting adjourned at 9:30pm