



# Annual Report 2013-2014



It's busy at the Doubles Tournament BBQ:- part of a very successful 2014 Tournament Season!

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**Kingston Tennis Club (KTC)  
Annual General Meeting**

Thursday, October 9<sup>th</sup>, 2014  
KTC Clubhouse, 7:30 pm

**Agenda**

1. Call the Meeting to Order
2. Approval of the Minutes of AGM for 2013
3. Treasurer's Report – *Taco Meuter*
4. President's Report – *Paula Loh*
5. Infrastructure Committee Report (Building Project) – *Paula Loh, on behalf of Eric Davies*
6. Amendments to KTC bylaws
7. Election of 2014 Executive

The list of nominees proposed by the nomination committee is:

President - Paula Loh

Vice-President - David Stocks

Secretary - Chloe Wilson

Treasurer & Website Editor - Taco Meuter

Membership & IT Support - Bud Nelson (Past President)

Club Maintenance/Infrastructure - Rick Donaldson

Junior Development - John Sylvester

Social Coordinator - Claire Tremblay

Advertising & Marketing - vacant

Newsletter Editor - vacant

Member-at-Large - vacant

Member-at-Large - vacant

8. Other Business
9. Adjournment

**MINUTES**  
**of the Annual General Meeting**  
**of the Kingston Tennis Club**  
**October 10, 2013**  
*at 45 Napier Street, Kingston.*

**1. Approval of the Agenda**

**2. Approval of the Minutes of 2012 Annual General Meeting**

**3. Treasurer's Report – *Taco Meuter***

- This is our 2nd-most profitable year with net income of \$63K (2011 was our most profitable, at \$65K)
- Revenues from membership were \$100K; camps had a net income of \$23K (\$59K in revenues, less \$36K in expenses). There is capacity for more campers in the afternoon sessions, which are traditionally never full. Teaching income is down by \$3.5K over last year.
- KTC is on track to complete debt repayment by 2014.
- Membership level is at 524 members (540 members in 2011).
- Property tax is paid on our zoning as "Open Space" (OS2), which is less than residential classification.
- Insurance on the property and operations is purchased through the OTA.
- The \$284K book value of our land represents the amount allocated from the \$320K purchase in 1997 (appraised market value is \$2.2 million).

**4. President's Report – *Igor Kozin***

Igor thanked the volunteer board members for their extensive work done on behalf of the club.

The year began with the need to find a replacement club pro, which is reflected by the minor reduction in teaching revenue. Igor explained the difficulties, in general, in finding a club pro since our club is seasonal. Different approaches have been tried in the past, with varying success rates.

We now have a ball machine that will be available for rental.

**5. New Clubhouse Project – *Igor Kozin***

A timeline of events to-date was circulated by Paula Loh that listed aspects related to the infrastructure project.

**6. Questions/Comments from the floor**

Lars Thompson asked about guest passes and clarification on how they apply to visiting family members.

Yafan Huang asked if our project would include any indoor tennis facilities, as he is exploring the feasibility of establishing an indoor tennis facility in Kingston. No, we are not. Our property is too small and our club is an outdoor operation in its present location; the membership voted last year to remain at this site.

## **7. Election of 2014 Executive**

The head of the nomination committee, Past President Gill Turnbull, reported on the nominations. Additional nominations were solicited from the floor, and the following 12 members were nominated to serve on the KTC executive in 2014.

President - Paula Loh  
Vice-President - David Stocks  
Treasurer & Website Editor - Taco Meuter  
Secretary - Chloe Wilson  
Membership & IT Support - Bud Nelson  
Club Maintenance/Infrastructure - Rick Donaldson  
Social Coordinator - Lesley Furter  
Newsletter Editor - Claire Tremblay  
Member at Large - John Sylvester (representative for daytime tennis)  
Member at Large - Eric Davies (subcommittee for the infrastructure project)  
Member at Large - Doug Bowie  
Past President - Igor Kozin

The newly-elected executive is tasked with filling the two positions of Advertising and Fundraising that remain vacant.

## **8. Adjournment**

Motion to adjourn the meeting - moved by Elaine Davies, seconded by Ginette Blais. Carried. Meeting adjourned at 9:15pm. Light refreshments were provided at the conclusion of the meeting.

## **APPENDIX 1: Members in Attendance**

- |                    |                       |                     |
|--------------------|-----------------------|---------------------|
| 1. Igor Kozin      | 14. Rob McIntyre      | 27. Doug Bowie      |
| 2. Taco Meuter     | 15. Elaine Davies     | 28. Gill Turnbull   |
| 3. John Brown      | 16. Eric Davies       | 29. Violeta Jost    |
| 4. Lars Thompson   | 17. Elena Persenova   | 30. Pamela Walmsley |
| 5. David Stocks    | 18. Gary Wilson       | 31. Sunil Chaudhry  |
| 6. Sam Faris       | 19. Ken Martin        | 32. Yaoting Zhang   |
| 7. Claire Tremblay | 20. Louise Stalker    | 33. Winn MacPherson |
| 8. Yafan Huang     | 21. MaryAnn McColl    | 34. Dilys Kamal     |
| 9. Rick Donaldson  | 22. Paul Christianson | 35. Erling Armson   |
| 10. Ashraf Girgrah | 23. Mel Wiebe         | 36. Lesley Furter   |
| 11. John Sylvester | 24. Ginette Blais     | 37. Paula Loh       |
| 12. Chloe Wilson   | 25. Neil Neasmith     | 38. Anees Karmally  |
| 13. Graham Lord    | 26. Bud Nelson        |                     |

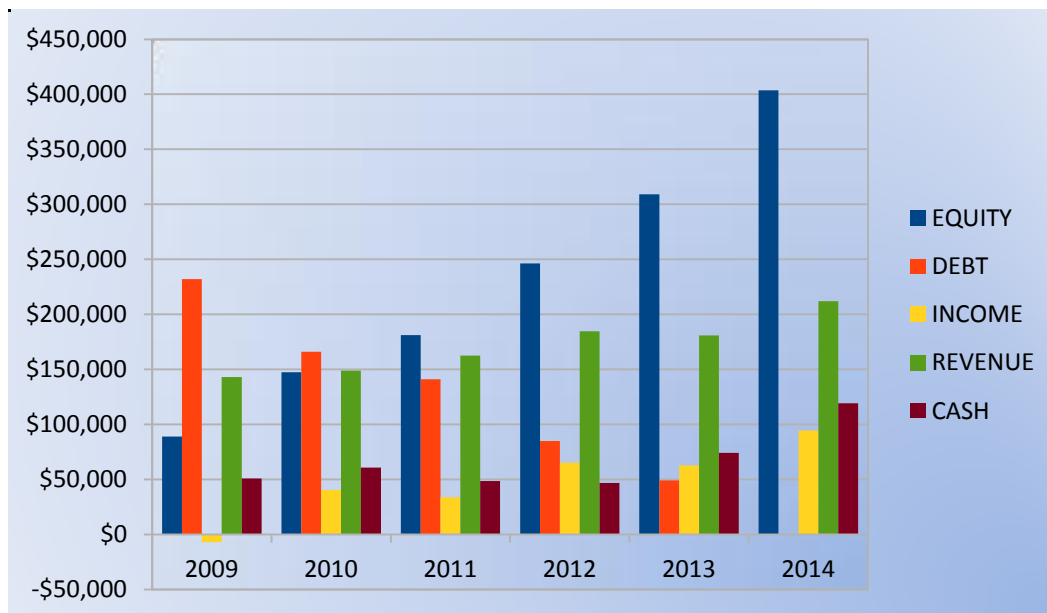
## Financial Overview of 2013-2014

The Kingston Tennis Club had another solid year: Revenues are up across the board over last year, and overall revenues are up 17% to \$212,048; Net income is up 50.6% to \$94,562; Cash reserves have increased by 60.7% to \$119,239.

Our membership this season has increased by 50+ to 580, a new high this century despite a 3.7% increase in price: gross membership revenues are up 8.5% to \$108,313.

Our president spearheaded a successful restructuring of the tennis camps, increasing the student/teacher ratio while maintaining the quality of the KTC “Progressive Tennis” camp experience. We continued on our gratifying tradition of having many repeat campers inter- and intra-year. Combined with a price increase of less than 10%, the restructuring resulted in a 75% increase in net income from camps to \$39,473.

Operating Income – *i.e.*, before interest, and costs related to the building project - was \$104,070 as a result of the above revenue improvements, fewer recurring or unexpected expenses, accelerated elimination of the debt over the past five years, and some judicious cost-cutting. As we have continued to improve the quality of the tennis experience at KTC, the concomitant improvement in operating income leaves us well-prepared to face the future.



**Financial Results over the years 2009-2014**

As recently as 2009 we still carried \$232,000 in debt, most of which wasn't due till 2018. However, we were able to significantly accelerate repayments, and are now debt free: the last \$49,000 of our debentures was paid off in April, four years ahead of schedule. In the same period from 2009 to today, our book equity has increased from less than \$100,000 to just over \$400,000. Furthermore, the KTC property was professionally valued in 2013 in excess of \$2,200,000. In other words, our healthy balance sheet and property value both *also* leave us well-prepared to face the future. This is important as we look ahead to breaking ground on our infrastructure expansion project in the fall of 2015.

## **Expansion Project Developments and Outlook for 2015**

We have continued to make progress in our preparations towards building one new court, widening four others and adding light to two for increased evening play, *and* building a functional new club house. We submitted a required archaeological survey in the fall of 2013 and an updated topographical survey in spring 2014; we have chosen an architectural technician this summer to draw up the final blueprints in accordance with our list of constraints and requirements. Total preparatory (soft) outlays this financial year were \$8508.

We anticipate that the remaining soft costs, currently projected at \$98,290, will be incurred over the 2015 Financial Year and perhaps early FY2016. Apart from these soft costs, we anticipate only regular operational expenses in the coming year. We will be able to pay for the soft costs out of cash flow, and as a result we expect to end up with about the same cash reserves in October 2015 as we have today.

We established a Risk & Financing Committee this year, to assess the financial projections in the business plan for the club expansion project, to determine the allowable amount of risk associated with financing the project, and to vet the major associated building contracts. The committee will ensure that all the elements of the expansion work together and integrate seamlessly with the business of the club. The club members who sit on the committee have backgrounds in the fields of Business and Finance: Dr. William Cannon, Eric Davies, Gord Lee, Paula Loh, and Taco Meuter (chair).

The treasurer and president are updating the marketing and budgeting portions of the KTC business plan from last year's initial version, to include the increases in expected revenue and income resulting from our updated business model and market conditions in general. Lenders that the R&F Committee approached this year already liked the original plan; consequently, the updated plan will provide an additional measure of comfort to our borrowing requirements. Our higher income means that we will significantly exceed our required debt service coverage from the start. At the same time, our healthy cash reserves together with the anticipated income from the 2016 season will allow us, from the get-go, to keep debt to a manageable level as a proportion of project cost (below 80%). At this point we project that the debt will be between \$700,000 and \$900,000, depending on our success at obtaining grants and donations, out of total project costs of \$1,150,000.

When the blueprints are finished in early 2015, we will seek the necessary permits, obtain firm quotes from a selection of contractors, and get lenders to provide firm commitments. In the meantime we continue to welcome donations from the Kingston community and we have started the process of writing applications for grants to cover some of the cost of building the first new and newly lit tennis courts in Kingston in decades.

Taco Meuter, Treasurer

KTC BALANCE SHEET - PREVIOUS YEAR COMPARISON

	<u>Sep 30, 14</u>	<u>Sep 30, 13</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Chequing/Savings</b>			
Infrastructure Project Reserves	71,492.50	0.00	71,492.50
Chequing	47,228.54	73,874.56	-26,646.02
<b>Total Chequing/Savings</b>	<b>118,721.04</b>	<b>73,874.56</b>	<b>44,846.48</b>
<b>Accounts Receivable</b>	<b>2,100.00</b>	<b>2,120.00</b>	<b>-20.00</b>
<b>Other Current Assets</b>			
1020 - Cash Register	152.00	151.00	1.00
<b>1450 - Prepaid Expenses</b>			
1450-02 - Insurance	1,167.02	1,050.92	116.10
1450-04 - Property Taxes	2,244.60	2,023.17	221.43
1450-05 - Prepaid Repairs & Maint	293.96	489.57	-195.61
<b>Total 1450 - Prepaid Expenses</b>	<b>3,705.58</b>	<b>3,563.66</b>	<b>141.92</b>
1499 - Undeposited Funds	365.80	192.00	173.80
<b>Total Other Current Assets</b>	<b>4,223.38</b>	<b>3,906.66</b>	<b>316.72</b>
<b>Total Current Assets</b>	<b><u>125,044.42</u></b>	<b><u>79,901.22</u></b>	<b><u>45,143.20</u></b>
<b>Fixed Assets</b>			
2000 - Building	40,000.00	40,000.00	0.00
2030 - Land	283,910.00	283,910.00	0.00
2050 - Accumulated Depreciation	-40,000.00	-40,000.00	0.00
<b>Total Fixed Assets</b>	<b><u>283,910.00</u></b>	<b><u>283,910.00</u></b>	<b><u>0.00</u></b>
<b>TOTAL ASSETS</b>	<b><u>408,954.42</u></b>	<b><u>363,811.22</u></b>	<b><u>45,143.20</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
3200 - Current Portion LT Debt	0.00	49,000.00	-49,000.00
3133 - Reg EoY Outstanding Cheques	4,525.14	4,824.28	-299.14
3190 - Payroll Liabilities	898.30	1,018.29	-119.99
<b>Total Other Current Liabilities</b>	<b>5,423.44</b>	<b>54,842.57</b>	<b>-49,419.13</b>
<b>Total Current Liabilities</b>	<b>5,423.44</b>	<b>54,842.57</b>	<b>-49,419.13</b>
<b>Total Long Term Liabilities</b>	<b>0.01</b>	<b>0.01</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>5,423.45</b>	<b>54,842.58</b>	<b>-49,419.13</b>
<b>Equity</b>			
4900 - Retained Earnings	308,968.64	246,182.91	62,785.73
Net Income	94,562.33	62,785.73	31,776.60
<b>Total Equity</b>	<b>403,530.97</b>	<b>308,968.64</b>	<b>94,562.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>408,954.42</u></b>	<b><u>363,811.22</u></b>	<b><u>45,143.20</u></b>



**KTC INCOME AND LOSS - PREVIOUS YEAR COMPARISON**

	<u>Oct '13 - Sep 14</u>	<u>Oct '12 - Sep 13</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
5010 · Donations	4,736.70	2,157.00	2,579.70
5020 · Guest and Ball Machine Fees	3,177.45	2,305.00	872.45
5030 · Interest Income	898.58	587.43	311.15
5040 · Junior Camp	77,568.00	59,085.00	18,483.00
5050 · Leagues	230.00	920.00	-690.00
5060 · Lessons	20,719.00	18,136.00	2,583.00
5061 · Lesson Re-imburement	-11,650.83	-8,261.50	-3,389.33
5070 · Membership Dues	108,313.00	99,870.00	8,443.00
5090 · Sales	3,989.85	3,822.71	167.14
5100 · Social Events	1,430.00	652.02	777.98
5110 · Tournaments	2,636.00	1,575.00	1,061.00
<b>Total Income</b>	<u>212,047.75</u>	<u>180,848.66</u>	<u>31,199.09</u>
<b>Expense</b>			
7000 · Advertising/Publicity	1,381.39	1,924.95	-543.56
7020 · Canteen Expenses	3,132.02	3,449.86	-317.84
7040 · Insurance	2,217.95	2,101.85	116.10
7050 · HST/GST Expense	17,158.35	14,693.82	2,464.53
7060 · Interest Expense	1,000.00	3,000.00	-2,000.00
7065 · Court Supplies - Teaching	654.80	2,097.31	-1,442.51
7070 · Junior Camp Expenses	7,428.18	7,034.52	393.66
7090 · Office Supplies	2,319.79	2,870.21	-550.42
7100 · OTA Fees	1,545.00	1,545.00	0.00
7110 · Property Tax	7,792.59	6,543.94	1,248.65
7120 · Repairs & Maintenance	4,448.34	12,057.63	-7,609.29
7125 · Infrastructure Project	8,507.50	0.00	8,507.50
7130-01 · Socials	1,052.21	1,053.69	-1.48
7130 · General Social Expenses	930.81	944.43	-13.62
7140 · Telephone	1,153.78	1,152.15	1.63
7160 · Tournament Expenses	2,105.59	1,754.01	351.58
7170 · Utilities	2,818.54	2,366.78	451.76
7190 · Transportation	231.25	346.90	-115.65
7200 · Payroll Expenses	49,823.12	51,613.74	-1,790.62
7500 · Bank Charges	601.42	649.15	-47.73
7520 · Credit Card Charges	1,182.79	862.99	319.80
<b>Total Expense</b>	<u>117,485.42</u>	<u>118,062.93</u>	<u>-577.51</u>
<b>Net Income</b>	<u>94,562.33</u>	<u>62,785.73</u>	<u>31,776.60</u>

## KTC STATEMENT OF CASH FLOWS - PREVIOUS YEAR COMPARISON

	<u>Oct '13 - Sep 14</u>	<u>Oct '12 - Sep 13</u>	<u>\$ Change</u>
<b>OPERATING ACTIVITIES</b>			
Net Income	94,562.33	62,785.73	31,776.60
Adjustments to reconcile Net Income to net cash provided by operations:			
1300 · Accounts Receivable	20.00	-20.00	40.00
1020 · Cash Register	-1.00	-1.00	0.00
1450 · Prepaid Expenses:1450-02 · Insurance	-116.10	0.00	-116.10
1450 · Prepaid Expenses:1450-04 · Property Taxes	-221.43	-505.71	284.28
1450 · Prepaid Expenses:1450-05 · Prepaid Repairs & Maint	195.61	-113.55	309.16
3200 · Current Portion LT Debt	-49,000.00	49,000.00	-98,000.00
3133 · Reg EoY Outstanding Cheques	-299.14	1,345.92	-1,645.06
3190 · Payroll Liabilities	-119.99	-135.51	15.52
Net cash provided by Operating Activities	45,020.28	112,355.88	-67,335.60
<b>FINANCING ACTIVITIES</b>			
3500 · Debentures Payable:3500-01 · Series 1	0.00	-29,000.00	29,000.00
3500 · Debentures Payable:3500-02 · Series 2	0.00	-45,000.00	45,000.00
3500 · Debentures Payable:3500-03 · Series 3	0.00	-11,000.00	11,000.00
Net cash provided by Financing Activities	0.00	-85,000.00	85,000.00
Net cash increase for period	45,020.28	27,355.88	17,664.40
Cash at beginning of period	74,066.56	46,710.68	27,355.88
Cash at end of period	<u>119,086.84</u>	<u>74,066.56</u>	<u>45,020.28</u>

These balance sheets, income statements and statements of cash flows present fairly and in all material respects, the financial position, performance and cash flows of the Kingston Tennis Club for the financial years ending September 30, 2014 and 2013 respectively.

Approved on behalf of the Board, this October 9, 2014:

Taco Meuter, Treasurer & Director

# President's Report

## Members of the KTC Executive Board for 2013-2014

President - Paula Loh  
Vice President - David Stocks  
Treasurer & Web Editor - Taco Meuter  
Secretary - Chloe Wilson  
Membership & IT Support - Bud Nelson  
Club Maintenance/Infrastructure - Rick Donaldson  
Social Coordinator - Lesley Furter  
Junior Development - John Sylvester  
Newsletter Editor - Claire Tremblay  
Member at Large (Chair of Infrastructure Committee) - Eric Davies  
Member at Large - Doug Bowie  
Past President - Igor Kozin

Goals as president this past year included the following:

- to raise the profile of junior activities within the club
- to increase participation in tournaments
- to increase revenues in anticipation of the clubhouse project
- to raise our profile in the community
- to liaise with tennis professionals outside of Kingston

## Club Highlights for the 2014 Season

**Website** - our web editor, Taco Meuter, upgraded the look of our website while in tennis hibernation over the winter months.

**Junior Drop-in Sessions** - John Sylvester, who has his Instructor Certification, implemented after-school drop in sessions held twice a week during May & June; he plans to run them again next season.

**Junior Open House** - this year we partnered with the City of Kingston to include our event as part of the *Kingston Gets Active Month* of April and also partnered with the Ontario Tennis Association to create a successful Open House attended by ~120 people. The Whig Standard aided in promoting our event with a banner announcement in their Sports section.

**Round Robin Tennis Socials** - our Social Coordinator, Lesley Furter, planned five social events this season, attended by new and returning members. Themes ranged from Wimbledon with wooden racquets, to the Davis Cup, to an Equipment Demo Day.

**Doubles Ladder** - new this year, this ladder included Men's teams, Women's teams, and Mixed teams, all competing with each other. Initiated by Taco Meuter, it enabled Doubles players to participate in competitive games with a regular partner and build team skills.

**Introductory Doubles League** - also new this year, this league provided the opportunity for players new to Doubles to learn and practice in a non-competitive environment.

**Singles Ladder** - structured and moderated by Bud Nelson, this mixed ladder continues to be popular in its current format, providing competitive and social opportunities for new and returning members.

**Rogers Cup Outing** - we had a sold-out private suite attended by 40 members and guests on Friday, August 8 to watch the day session of the quarter-finals in Toronto.

**Adult Club Tournaments** - our tournament director, David Stocks, incorporated his experience in running the KASSAA & EOSSAA high school tournaments into our adult tournaments. With the help of Leo Burns Scully and Sam Faris, the draws were professionally planned and posted online for players and fans alike to view the times of matches. David spruced up the old club trophies for presentation purposes, and we introduced keepsake trophies for the winners & finalists this year. All tournaments had the highest participation levels in recent memory.

**Junior Tournament** - we successfully opened up participation to include children who had attended summer camp or group lessons this year. The competitive division (ages 11-17) had 16 entrants, and the fun round robin division (ages 6-10) had 12 entrants. We received social media exposure through the parent of one of the participants — Glen Vollebregt has over 1,000 followers on Twitter as president of St Lawrence College and tweeted as a proud dad about the "awesome tournament."

**Media Exposure** - Bud Nelson contacted the Sports department of the Whig and arranged for weekly publication of our Singles Ladder scores. In July, CKWS conducted an on-site interview with our camp director, Alrich de Wet, and the Whig Standard ran a full page article with a group photograph featuring our summer campers and staff. Also in July, Station 14, an online news outlet, filmed an excellent interview with Alrich de Wet to promote healthy living in Kingston. It can be viewed at: <http://www.station14.ca/video.html?id=864> In September, the Whig printed the results of our Junior Tournament.

**Volunteers** - many people volunteered in a variety of ways during this past season to help the club operate efficiently. Many more are needed on an ongoing basis — please submit your name if you would like to be contacted to lend a hand as needed.

The KTC board of directors is comprised of volunteers who work year-round to ensure the club operates efficiently. In addition to the extensive range of tasks performed by our board members, KTC members also volunteer their time to participate in the Infrastructure Committee (Sam Faris, Andrew Grace, Cathy Jarvis) and Finance & Risk Committee (Bill Cannon, Gordon Lee).

The following KTC members & friends donated their time this season to making our club a better place:

Nancy Dyck - staffing our booth at the Spring Leisure Show  
Mitch & Carly Skinner – flower baskets & planters  
Sunil Chaudhry - purchase of drinks & snacks for resale  
Philippe Côté – preliminary planning for junior activities  
Ben Doornekamp - overseeing installation of pavers alongside Court 3  
Erling Alstrup - grounds maintenance & court powerwashing  
Leo Burns Scully – player draw for tournaments  
Sam Faris – player draw for tournaments  
Alma Thayer - coordinator of tournament BBQ  
Tom Thayer - assisted with tournament BBQ  
Violeta & Werner & Cecilia Jost - assisted with tournament BBQ  
Gord Hunter & Ginette Blais - assisted with tournament BBQ  
John Karathanasopoulos - summer camp volunteer  
Mariah Rowe - planning for Junior Tournament & BBQ  
Art Cockfield - assisted with tournament BBQ  
Cathy Jarvis - assisted with junior activities  
Jack Lott - court powerwashing  
John Tremblay – assisted with newsletter production  
Jean Côté – curbside waste disposal  
Rob Cooper - mortgage discharge documents

*Sincere apologies go to anyone whom we may have overlooked when compiling this list.*

We also thank the many people who came out to lend a hand during our Spring cleanup day!

Paula Loh, President

## **KTC CLUB HOUSE SUB-COMMITTEE REPORT FOR AGM – OCT. 9, 2014**

### **CHRONOLOGY OF PAST ACTIVITIES LEADING TO NEW CLUB HOUSE CONSTRUCTION**

**SUBMITTED BY: ERIC DAVIES, OUTGOING CHAIR OF THE CLUB HOUSE SUB-COMMITTEE**

1. **Sept. 2013** - Professional Appraisal completed of KTC property by accredited appraising company, Stephen Rayner & Associates Ltd. pegging the market value of the KTC property at: \$2.2 million.
2. **Oct. 2013** - Stage 1 Archaeological Assessment commissioned as a prerequisite to obtaining an eventual building permit from the City. Submitted to the Ministry of Tourism, Sport & Culture. Should be reviewed and hopefully approved by the Ministry by Nov., 2014.
3. **Nov. 2013** - Formed New Club House Sub-Committee consisting of 6 members: 3 non-Executive Members and 3 Executive Members.
4. **Dec. – Feb., 2014** - New Sub-Committee meets several times to formulate “General Specifications” for the New Club House and draft a document outlining these specifications to be sent out to prospective architectural firms & design firms.
5. **Mar. 2014**- Six Architectural and/or Design (5 local and 1 Toronto based) firms were contacted and requested to respond to a “Request for Proposal” (RFP) document drafted by the Sub-Committee requesting examples of their past work and an outline of what their fee schedule would be to design KTC’s new club house.

Four of the six firms contacted responded to the “RFP” document and they were; Hughes Downey Architects (Bruce Downey), Solutions Design Group Inc. (Shahriar Izadi – Toronto), Colbourne & Kembel Architects Inc., Michael Preston Design. The sub-committee and KTC Executive Board reviewed the RFP responses which varied in projected design fees from \$28,000 to \$80,000 and narrowed it down to the two designers, being Shahriar Izadi & Michael Preston.

6. **Mar. 2014** - Sub-Committee meets with Robert Keene, representative of “Infrastructure Ontario” an Ont. Government arms length crown corporation which loans money to finance infrastructure projects beneficial to the community. The meeting was a follow up to an extensive proposal to Infrastructure Ontario written by Paula Loh and Taco Meuter and submitted for consideration by Infrastructure Ontario in Sept. 2013.  
Robert Keene speaks optimistically in the Mar. 2014 meeting about KTC successfully qualifying for a fixed interest rate loan of approximately 5% to be amortized over 25 years. Infrastructure Ontario will loan up to a maximum of 80% of the appraised land value which in KTC’s case would equate to \$1,766,400.  
As a lending agent, Infrastructure Ontario requires many of the same pre-construction studies as the City requires as part of the building permit application process. These studies are outlined in the attached “Next Steps” document.
7. **Apr. 2014** - A professional Survey of the KTC property is commissioned and completed by Leslie Higginson Surveying Ltd. to provide to prospective architect firms/design firms.
8. **May. 2014** – The two short listed design firms were invited to make a formal “conceptual design” proposal in person to the entire KTC Executive and members of the Infrastructure subcommittee, and ten days later the Board voted to select Michael Preston Design (Michael is an Architectural Technician, not an Architect) as the firm to design the new clubhouse. (For examples of Michael’s work go to: [www.mpdesign.ca](http://www.mpdesign.ca))
9. **Oct. 2014** – The Club’s authorized signing agents on the Executive are very close to entering into a contract with Michael Preston to commence designs on the new clubhouse for a fixed sum of \$32,500 plus HST. This fee includes Michael cooperating with a local accredited architect, Sandy Wilson, who will review and stamp Michael’s drawings as a prerequisite to obtaining a building permit for non-residential building.

**KTC NEW CLUB HOUSE SUB-COMMITTEE REPORT FOR AGM – OCT. 9, 2014**

**CHRONOLOGY OF NEXT STEPS FOR NEW CLUB HOUSE CONSTRUCTION PROJECT**

1. Work through iterations of Design - Oct., 2014 – Feb., 2015 – 5 Month Process
2. Phase 1 Environmental Site Assessment (ESA) Study – Oct. 2014
3. Geo-Tech Study (Soil Integrity testing for Building Foundation)  
DBA Engineering or AME Environmental – Mar. 2015
4. Storm Water “Brief” Study, Grading for area covered by New Building Footprint  
Mar./Apr. 2015
5. Civil Engineer Consultant to Draft Underground Servicing Plans/Drawings  
Mar. – June, 2015
6. Designer to Complete Building Permit Ready Blueprints - Mar. 2015
7. Special Meeting with Neighbours to show them the Design & hopefully win their approval prior to the City’s circulation to the neighbours of the Club’s minor variance application - Feb. 2015
8. Engage the Services of a Professional Urban Planning Consultant to aid in drafting the Variance application and presentation to the City’s Committee of Adjustment - Feb. 2015
9. Apply to City’s Committee of Adjustment for two “Minor Variances” to allow for
  - A) Elimination of current requirement that Parking be supplied on the Club’s property.
  - B) Reduction of the required front of building “set back” from the current zoning of 41 ft. back from the street curb to only 22 ft. back from curb. - Mar. or Apr. 2015
10. Special Meeting with the Club’s Membership to present the New Club House Design once Committee of Adjustment has ruled in the club’s favour to allow shorter front yard set back. Apr. – May 2015
11. Apply for Building Permit with the City – May, 2015.
12. Solicit bids from 3 or 4 “pre-qualified” residential or non-unionized commercial builders  
June 2015 – July 2015
13. Select and enter into Building Contract with Builder - Aug. 2015
14. Commence Construction in the fall for spring completion. Approximate 8-month construction time frame. - Oct. 1, 2015
15. Grand Opening in Spring 2016 - Apr. – May, 2016

## Proposed Bylaw Amendments

Effective Date	Description of Change
October 9, 2014	<ol style="list-style-type: none"><li>1. Modified section <b>1.01 Definitions</b> to add a definition for “Question”</li><li>2. Amended section <b>4.07 Representatives of Full Members</b> to provide clarification that questions proposed and voted on at the same meeting cannot be voted on by proxy.</li><li>3. Amended section <b>4.10 Show of Hands</b> to provide clarification that section 5.08 follows the procedure as outlined in section 4.10. That is, that executive board meetings are also considered to be meetings of members.</li><li>4. Amended section <b>5.08 Votes To Govern</b> to provide clarification that this section refers back to the method as outlined in sections 4.09 and 4.10 and that proxy voting cannot be used at board meetings.</li></ol>

### 1.01 DEFINITIONS

"*Question*" is a valid motion that has been properly proposed and formulated in accordance with the by-laws and, where the by-laws are not explicit, in accordance with implicitly accepted practices, i.e., “Robert's Rules of Order”.

### 4.07 REPRESENTATIVES OF FULL MEMBERS.

A proxy representative, him/her-self a Full member, may attend and act on behalf of another Full Member at meetings of Members by providing the chair of the meeting with evidence of his/her authority to do so. This person shall be the qualified representative of such Full Member at any meeting of Members. A proxy shall be signed on behalf of the Full Member, shall be in such form as the chair of the meeting may accept as sufficient and shall be deposited with the Board before any vote is passed under its authority. Questions proposed and voted on at the same meeting are voted on by Full Members present in person, not by proxy.

### 4.10 SHOW OF HANDS.

At all meetings of Members, including board meetings, every question shall be decided by a show of hands unless a poll thereon be required by the chair or be demanded by (the qualified representative of) any Full Member. ...

### 5.08 VOTES TO GOVERN.

Proxy voting cannot be used at board meetings. At all meetings of the Board every question shall be decided by a majority of the votes cast on the question (see 4.09; 4.10) and in the case of an equality of votes the chair shall cast the deciding vote. The chair only votes in the case of an equality of votes.