

**MINUTES - KTC Executive Meeting**  
**Wednesday, February 4, 2015, 7:00pm**  
47 Newcourt Place (Bud's home)

In attendance: Rick Donaldson, Paula Loh, Taco Meuter, Bud Nelson, Isabelle Pollock, David Stocks, John Sylvester, Claire Tremblay, Chloe Wilson

Absent: None

**1. Review/approve minutes of meeting from Wednesday, January 7, 2015**

Approved as amended

**2. Review key dates for 2015:**

Envelope Stuffing (membership form & spring newsletter) - Wednesday, March 4

Spring Mailing - Thursday, March 5

Early-Bird Membership Deadline - Friday, April 3

Spring Cleanup - Sat. April 11 @10:30am [Raindate: Sun. April 12]

Club Opening Day - Sat. April 25 + JUNIOR OPEN HOUSE, 11am-2pm

Adult Open House - Sat. May 2 @10:30-1:30pm

Mixed Singles Ladder - starts May 1

Mixed Doubles Ladder - starts May 1

First Social - Friday, May 15 (Victoria Day Weekend)

Addition: Junior ladder to begin in early June on Saturdays

**3. Rogers Cup Social Outing** - email went out on February 1. Members have until February 20 to sign up at \$95/person for the August 14 event.

**4. City of Kingston Leisure Showcase booth and Recreation & Leisure Guide ad** - showcase scheduled for Saturday, March 28 at Portsmouth Olympic Harbour (10am).

City of Kingston has opened registration for booths. Nancy Orpana is reserving the booth for the KTC. Doug Bowie will look after the ad for the leisure guide.

**5. Spring Newsletter (Isabelle)**

Isabelle would like to get this ready as soon as possible so asks that everyone submit their pieces as quickly as possible (by February 15<sup>th</sup> or earlier if possible).

**6. Update on Staffing for 2015 season (Dave)**

We have received applications for stewards and for club pros but not for camp positions. Dave to follow-up with last year's instructors. Claire will send receipt acknowledgements to those who have applied.

**7. 2015 Membership Rates** - review dollar-value of increases (Taco)

The 2015 membership rates endorsed by the board are as follows:

Category	Early Bird	Regular	Fall
Adult	285	335	145
Couple	430	505	215
Family	570	670	285
Student	180	210	90

### **8. Audit results & requirement to appoint an auditor at each AGM (Taco)**

We have received a summary of the findings. A recommendation made by the auditor was to issue tax receipts to members who received discounts on their membership fees in lieu of interest on debentures. Taco has initiated this for the 2014 season, which was the final payment for debentures.

We use the “Quick Method” when calculating HST to be remitted as we don’t have many operating expenses and submit HST on a smaller percentage, which normally works in our favour. We can only reclaim HST on capital costs. For Shahriar’s design work, which we paid \$2500 for but didn’t use, we need to expense this and not claim it as a capital cost; because we use the Quick Method we are unable to reclaim the associated HST. (Although it is a cost that is related to the capital project, it is considered an extraordinary item since it will not be a part of the final building.)

The accountant also said that we should be amortizing capital costs over multiple years rather than writing off these large items in the year they were incurred, as Taco is currently doing.

We need to formally appoint an auditor at the AGM for every year that we have our books audited. Legally, we are supposed to ask members at every AGM whether they want the books to be audited/reviewed or not. This is not something we have been doing. Infrastructure Ontario requires audits of our books for three years leading up to financing. The board decided to continue with annual reviews of the books after the financing requirements are complete, as it is a good practice. The cost is currently \$1,000 for a review and \$2,000 for an audit.

### **9. Infrastructure Committee Report (Paula) - we need to re-evaluate the project's timing and scope**

See report in Appendix A.

Mark Nelligan received an updated proposal from one contractor with new lighting company – \$300K (\$15K extra for LED bulbs instead of metal halide). If we want to remove the concrete slab underneath Court 1 it would cost us \$55K more, so we won’t do this.

The Finance committee will be meeting sometime in February to re-evaluate the project's cost, now that we have realistic numbers for all aspects. Since we cannot obtain a Trillium Grant this year in time to start construction by October 1, the project start will have to be deferred by at least a year. It is likely that we will need this time, anyway, to build up our financial reserves to meet the increased cost of the project.

After some discussion about committee members' interaction with Michael Preston, it was decided that the committee will decide internally on the protocol to communicate with Michael in the future (set a procedure for communication).

**10. Next meeting is on Wednesday, March 4 at Dave's home.** This includes the envelope stuffing for the spring mailing.

**11. Other business**

None

**Meeting Adjourned at 9pm**

## Appendix A

### Report on Infrastructure Project by Paula Loh to the KTC Executive February 4, 2015

#### **Archaeological Survey, Stage 1**

January 28, 2015 - after 16 months of processing by the Ministry of Tourism, Culture & Sport, we received a letter from them stating that we have passed the Archaeological Survey, Stage 1 and do not need a Stage 2 survey.

#### **Infrastructure Work**

January 16, 2015 - Mark Nelligan received quotes for the infrastructure aspects of our project from 4 general contractors (Cruickshank, Len Corcoran, Morven, Doornekamp). The initial quotes were inflated due to incorrect pricing supplied by R.W.Electric for the court lighting. After several adjustments made by extrapolating figures, Mark recommended that we use \$310K as the average cost for the infrastructure work. This is significantly higher than the \$135K originally assigned in the budget to infrastructure work.

Mark has since contacted an American lighting supplier to provide alternate quotes, breaking out the various aspects of the court lighting (Courts 2/ 3, Courts 1/7/8) and is working with a contractor to obtain a firm quote.

The next step will be to determine what aspects are a must-have for the project, which ones can we do without, and recalculate the total project cost. A meeting of the Finance committee will occur sometime in February.

#### **Design**

January 14, 2015 - Taco and Paula met with designer, Mike Preston, to discuss changes that Mike implemented as directed by the committee from its meeting in late December. Mike reviewed his drawings with Ken Dancer, a technologist who holds his BCA for small and large commercial designs, and he has confirmed that we can meet building code requirements for licensing under the LLBO. Our maximum occupancy for the building is 144 people, for safety reasons. The LLBO licensing has stringent requirements to comply with fire codes, and we can either install a sprinkler system or have the building constructed in certain areas with higher fire retardation.

January 16, 2015 - Meeting of the infrastructure committee to discuss:

1. latest iteration of design
2. Taco's list of ongoing design concerns
3. initial quotes received from general contractors on infrastructure work
4. overall project cost
5. second quote received for planning consultant

January 22, 2015 - Taco sent Paula a set of his drawings for the clubhouse. He was advised to approach Mike Preston with his ideas. Taco then distributed a set of his drawings to all committee members.

January 25, 2015 - Taco sent a copy of his drawings to Mike Preston and received detailed feedback from him

January 28, 2015 - Taco sent out a revised version of his drawings to all committee members

A meeting of the infrastructure committee is scheduled for Thursday, Feb 5 to discuss the two versions of the design for the clubhouse. This meeting will include Mike Preston.