

# ALDERSHOT TENNIS CLUB

## BOARD OF DIRECTORS' MEETING

Monday, January 8, 2018

### MINUTES

Present: Oliver Barkovic, President; John Korosi, Past President; Paul Martin, Vice President; Pauline Dotchin, Secretary; Christopher Duque, Membership Director; Dot Knight, Marketing and Communications Director; Ron Tansley, Program Director; Anne Luxon, Social Director; Gerry Blake; Jesse Vermeer, Maintenance Director; Marianne Meade-Ward, Councillor for the City of Burlington; Jackie McClusky, Prospective Treasurer.

#### **1. Joint Venture Agreement**

- Council realizes that they need to do a review of the JV Agreement
- ATC will be spending close to \$1/2 M to expand and renovate the club
- The sewage system has deteriorated to the point where we have shut down 2 of the washrooms
- Both male and female members are currently sharing the one remaining washroom, which has one toilet and one urinal
- We don't have the room for an accessible washroom
- We have stored our lights in the back room during the summer months
- They were extremely expensive and quite fragile, so we don't want to store them in a shed where they could be damaged
- We were going to expand by 1,200 sq. ft., but have scaled down to 1,100
- Codes have changed over the years, so the interior is being redone and we are changing the roof line
- Changes in regard to the AODA standards will add a much higher cost to washrooms and entrances

- We hope city will help with the cost of building permits, tree removal, etc.
- City has repaved a fire route because what was done originally was not sufficient according to Fire Department regulations
- We are ready to now go out for tender
- We have applied for a loan from the city for up to \$150,000
- Oliver read a letter from Doug Pladsen outlining next 7 steps
- City to assign a construction manager at a cost of \$28,000 to us
- City supplied the land and the club house was a swimming pool building originally
- Acquired in the 80's
- We put up a bubble to make it a year-round club
- We had to take out a loan from the city in the beginning
- Our annual budget is around \$200,000 and we spend about \$150,000
- We anticipate another 10 years use from the bubble
- The bubble is stored in a shed the club had built adjacent to the clubhouse
- We have a crew to put up/take down the bubble
- Our club does not have a property manager – all volunteers
- We do hire some paid contract help
- We run adult, junior and wheelchair tennis
- Our washroom situation prohibits running more tournaments than we do
- 2010 – JV policy renewed
- We are an incorporated non-profit organization
- ATC signed an agreement with the city

- How would we change the JV policy?
- We should look at how much the city is charging us for fees
- If the overall capital cost is the concern, perhaps the way the city reduces our costs would be to cover some of our permits
- In some situations, the city can waive its fees
- We can't change the tender or construction fees, but we can look at other ways for the city to help
- Building permit fees go to the region, not the city
- What is in the best interest of the community?
- It is the level of expertise within our club vs paying for a professional
- We have had a lot of delays because of the architect we chose
- The city should control everything to do with the project manager and the architect
- We will have a loan through the city, so the city requires us to go through them for the tender process
- The membership wanted a reserve in place so if something goes wrong with our equipment, we have the money in place to repair it
- We are putting all this money into renovating and are concerned the city could come in and take it over
- According to Marianne Meade-Ward (MMW), another group could not come in and ask to use our bubble because they were not part of the JV when the club started
- It won't work to keep 100% of the capital costs in place
- MMW will advocate on our behalf
- There is a precedent for the city to become involved in major projects (LaSalle Park)
- Of the 7 things we must do, perhaps the city could cover some of our costs and loan us less

- We now have our permit
- The person the city thinks we should use as project manager is off sick
- 3 weeks to put together the tender, 3 weeks to put it out and 3 weeks to hear back
- Perhaps the city could cover the cost of the trees that we have been told we have to plant
- Should we be treating a volunteer club the same way we treat private developers?
- This is not MMW's ward
- Connect with Rick Craven
- Changes to the JV must go through council
- Where are the short-term opportunities?
- MMW suggests that we should not have to handle the project ourselves
- We should be very transparent
- ATC is looking to be dealt with in a fair manner
- At the end of the day, it is still the city's property
- City should be offering more partnering
- The city does an asset management assessment every year
- The parking lot is still insufficient—there are only 20 spaces with one handicapped space
- The parking lot is shared by park users, baseball teams and ATC members
- We have 4 tennis courts which are used by 16+ members each hour, so when the next shift arrives, most spaces are taken up by those on the previous shift
- We can use parking at Holy Rosary in the evening or on the weekend
- We need parking for those in wheelchairs

- There is not enough parking for physically challenged members

## **2. Jackie McClusky**

- Recommended by a member
- Came with 2 references
- Lives in Hamilton
- Volunteers with sports teams
- 80% of our membership must live in Burlington
- The Treasurer's job is a volunteer job
- Accounts reconciled
- Financial statements prepared
- Year end financial statement
- Taxes must be paid
- We are a non-profit and incorporated
- Most of our members are yearly vs summer only
- Yearly fees are due in September
- We need a loan from the city for renovations
- Jackie doesn't see a need for an assistant treasurer
- She has experience in helping organizations clean their books up
- Felicia was our treasurer
- We use QuickBooks, online
- Jackie will have passwords for the online work
- Jackie would prefer not to sign cheques

- Jeannie would be willing to meet with Jackie
- Cleaning, maintenance, hydro, gas, phone and water are all paid regularly
- Jackie will dissect recent profit and loss statements
- The club needs a financial update once a month
- We try to keep up to date and posted accordingly
- At the AGM, Jackie would present the numbers to the members
- 3 people in the club have access to the books
- Jackie must either pay unlimited guest fees for the rest of this season or pay a pro-rated fee for the rest of the season (\$60 per month for the winter, \$100 for the summer)
- Jackie should meet with Felicia and Jeannie before the first of February
- Jackie will attend Board meetings, the AGM and participate in voting

MOTION: Ron moved that we accept Jackie as Treasurer. Seconded by Paul. Carried.

### **3. Waiting List for Members**

- How many Burlington residents on the wait list?
- After 2016, Burlington residents have preference on the wait list
- Once we get to 80% Burlington members, we will allow non-residents to join
- 50 spots open up yearly
- 40 will be from Burlington, 10 from other cities/towns

MOTION: Chris moved that 80% of members should be from Burlington, 20% from other areas when we add new members. Seconded by Dot. Carried.

#### **4. Extension Updates**

- We have our permit
- ATC will sign an agreement with the city for a financial loan
- City assigns staff to administer the construction process
- We need to develop a timeline
- The Board needs to review specifications for tender, then

Draft and issue a tender

- This whole process should take less than 6 weeks
- City does not have a project manager available
- Oliver will speak with Doug tomorrow

#### **5. Maintenance Updates**

- Everything seems to be working with the furnace
- Commercial Carrier has checked all parts
- Temperature in the bubble is good
- John will ask Malcolm for the key to the mailbox and give it to Pauline
- Divider screen and parts between courts 3 and 4 are in
- We should get a quote for a new blower on the furnace
- Maintenance will check the lights for any stray tennis balls once per week
- We have three additional lights to install, on a trial basis, to determine if lighting can be improved

#### **6. Programming Update**

- Gillian Cruz passed on a funding request to Ron and Peter

- Gillian, Peter and Ron collaborated to complete the funding request in a very compressed timeframe with a January 12 completion date
- It is to CPC Paralympic Fund
- They provide funding up to \$15,000 for an individual
- Gillian's costs are quite high
- The application must go through a community organization
- ATC would supervise the fund
- She has her own coach and personal trainer
- Her coach will not be in our building
- She needs to be associated with a club to apply for funding
- Board members were asked to review the application and provide input asap
- Oliver will have to sign off on it
- They will want to see Gillian's goals
- The Men's Senior Tournament will run concurrently this weekend and there 7-8 participants as a result of one late withdrawal
- Ron recommended that future tournaments with a field of 8 should run on a 6-game best of 2/3 set format as there would be no time constraints
- We will be providing balls outside of the tournament budget (based on fees) in order to make the tournament more relevant and enjoyable to participants and spectators
- Ron recommends an increase in the prize amount paid to winners and runners-up
- Tournaments should be kept to 4 games in the first round to create more time for members
- The new tournament board is awesome
- Jim Forrester made and donated it



- We can lift it, bring it down, update it and hang it back up
- It was discussed that communication must be improved—the new tournament format will open up more court to players and not occupy a full weekend, plus Men's Saturday tennis could continue
- This benefits everyone more equitably
- Ron asked Board members to assist where they could in the tournament and email him if they are able
- Ron also encouraged Board members to drop by during the tournament to support participants

### **7. Pro Contracts**

- Final contracts are available

MOTION: John moved that we increase Peter's retainer to \$21,000 annually.  
Seconded by Ron. Carried.

### **8. Adjournment**

The meeting adjourned at 10:24 pm.