

Minutes of Aldershot Tennis Club Board Meeting

Monday, May 15, 2017

The meeting was held at Steve's house (Thanks to The Gray's for their hospitality)

Present: John Korosi, Dot Knight, Oliver Barkovic, Chris Duque, Hilda Cirotto, Malcolm Harris, Steve Gray

Regrets: Jackie Smalec, Gerry Blake, Susanne Reimer

Items discussed:

- **Update from John:**
 - We have received a cheque from Burlington Hydro for \$9,102.32 for the rebate from the lights.

- **Renovation update:**
 - i. Oliver and John met with Doug Pladsen and Denise on May 15th.
 - ii. COB met with staff Friday, went over briefly.
 - iii. There is still significant work to be done
 - iv. Another resubmission. There are too many outstanding issues.
 - v. COB will send letter to Vogel. They are disappointed with her and she is disappointed with COB. COB provided names of other architects.
 - vi. A couple of weeks is needed to review by COB.
 - vii. North wall fire access
 - 1) Fire department, curb cut, gates should be closer to bubble.
 - 2) The Fire route is going to done by COB.
 - viii. Gates and fence replacement should be references by Vogel in drawings.
 - ix. Central accessible washroom should be revisited, central + 2 more accessible?? Why?
 - x. Accessible guidelines from COB must be met.
 - xi. Vogel dismissed? More money?
 - xii. Different project manager at COB? Jennifer does not work well with architect.
 - xiii. More pressure on Vogel.
 - xiv. COB will talk internally about working with Vogel – they want a commitment from her. They left it for us to decide.
 - xv. It doesn't look like it will go through at this point – it's not looking good. We don't have enough information as to how far along they are.
 - xvi. We have requested a meeting with the architect and planners to see if we can resolve issues.
 - xvii. John asked Jackie Smalec to summarize our payments so far.

- xviii. John will call Vogel to get the exact wording re the contract. E.g. Fire Department access and bathroom accessibility.
- xix. Think about reducing shower heads down to one male, one female.

Program Director Report – Malcolm:

- 2016/2017 Winter Program recognition – Malcolm would like to spend \$440 on 11 gift cards from Just Tennis for each of the co-ordinators. All agreed. Oliver stated that he did not wish to have a gift card (men's league).
- The courts are blocked for May. Malcolm will block June, July, August and September.
- John Marshall would like to set up a league. Malcolm will advise him of the implications.
- Morgan – Men's summer program.
 - i. There are 17 members who sit out each week (Tuesdays) from 9:30 a.m. – 12:30 p.m. Morgan has requested a 4th court.
 - ii. Craig is ok with it.
 - iii. Malcolm will ask Peter if he has any objections.
 - iv. No one else books courts for this time-frame and so we will run it on a trial basis in June and gather feedback.
 - v. The ladies Wednesday program with Brenda Brinkely has 4 courts from 9 – 10:30 a.m.
 - vi. There are 32 ladies + spares who play every other Thursday evening from 7 – 8:30 p.m. using 4 courts.

Chris:

A motion was put forth to charge \$125 for a Summer Family membership - only if one of the adults is a full time member at the club.

- This allows a spouse to join and their children. This was seconded by John and all were in favour. Chris will revise the Summer Registration Form.

Gerry:

- Via email: I was looking again for a picnic table to replace that old piece of lumber we threw out last year. I saw a 6-foot cedar table for \$300 and a not so good wooden table for \$180. I also saw a very nice table at COSTCO made of durable material for \$179. Can I go ahead with purchase?
 - 1) Everyone agreed we need to buy a new table.

Hilda:

- Discussion re Peter's and Craig's contracts.
 - Peter is paid hourly for the summer.
 - Craig is paid a retainer until Bubble UP.
 - John will discuss Junior programs with Peter - winter and summer.
 - The pro is more involved with the Tuesday night round robin
 - There is a free clinic for new members from 7 - 8 pm
 - Peter charges \$5 per session.
 - There are no camps in the summer. Think about a time slot for a junior round robin.
 - John was not in favour of this since parents tend to drop their kids off and then leave.
- Hilda will talk to Peter about a Fun Day.
- We should advertise our Summer registration information in the Burlington Post.
 - **Suzanne, please make note of this to do in March/April 2018.**

Helen Xiang:

- Helen attended the meeting to get an idea as to what is required for the Treasurer's position.
 - John asked if she would be willing to sit with Jackie for an overview and Helen agreed.
 - Helen later emailed her regrets that she was not able to take this position.

Steve Knight, co-ordinator of member access to clubhouse:

- Via email: **Regarding the Entrance Door to the Clubhouse**
 - I took over the duty of the entrance door for ATC last year.
 - The estimated time it took me to add the "78" 2017 summer members (as of May 12th) was about 20 hours. This included 5 visits to the club as well as multiple phone calls and emails to Ken, which is more than I thought it would be when I volunteered for this position. There is a lengthy manual as well as some well documented notes from Ken but as it stands it would take at least a full day of hands on training to get someone to the point that I'm currently at and we haven't started the winter members yet. The system is extremely temperamental and volatile.
 - I want to bring the following to the Board's attention:
 - We have an outdated laptop computer with no battery running on a very old version of windows.
 - This PC has an outdated "Schlage" software that has "NO Backup Capability".
 - Along with the PC is a PDA (Personal Digital Assistant) which also has a very weak battery that, if not charged daily, means the calendar reverts back to the year 2000.

- The current system has 8 access codes i.e. summer, winter, junior, etc. but we have no software tools to see if members are following the rules.

Summer Membership

- For returning members, the software update is as simple as changing the expiry date to September 30.
- For new members it is a “10” step process to register them into the system. The PDA is then connected via a special USB cable to the PC to sync the data on the PC with the PDA. If all steps are followed “exactly”, the next steps are as follows:
 - Transferring the information into the door itself.
 - The outdated PDA must first be plugged into an extension cord.
 - The current date is entered.
 - The system gets connected to the door via the special USB cable.
 - Once connected, using the front door key and a sequence of PDA programming, the door information is sync'd with the PDA (hopefully).
 - I then test some of the returning member door codes and some of the new summer member door codes.
 - I'd like to mention that my career is and has been IT related and I have Windows 10, 2000 and 98 PC's running in my office. I am well versed at trouble-shooting but this situation is beyond my capability and time allowance.
- Going forward I would recommend the following:
 - All Summer Members including Juniors be issued the same door code.
 - Eliminate the access cards for 2017 new winter members and issue 1 door code per couple or family.
 - In case of emergency there should be at least one back-up person (as well as Ken).
 - Investigate updating the front entrance system. One of the Tyandaga Members that I work closely with works for Allegion Canada (the Canadian distributor for Schlage Locks). If the executive decides on investigate an update, I suggest we have a conversation with him and he will put ATC in touch with a reputable Schlage lock retailer. Let me know if you need his contact info.

Please let me know how you would like me to proceed.

- The consensus was to wait until Gerry returns.
- Steve asked the Schlage guy for his recommendation and was told that the new version is supported by an i-Phone. (Steve doesn't own an i-Phone.)
- Our next meeting will be held once we see how the renovations are going.
 - *John and Oliver to send updates.*
- The meeting was adjourned.

Discussions for future meeting:

- Job Descriptions and positions needed:
 - All job descriptions for each person on the Board need to be placed on the website. Those on the website <http://www.aldershottennis.ca/ATC-bylaws.htm>
 - Dot has some written documents we need to review to ensure we have one for each position needed at the club. This topic will be discussed a future meeting.
- Need to clarify: Consider replacing Davis Cup with a mixed doubles league on Saturday or Sunday night; and create a Doubles ladder. Organizing a League will require a Convener who is willing to tackle the problems encountered with the Davis Cup or establish a new format. (Friday night drop-in to remain as-is but any Social events should be moved/incorporated to the weekend).