

Minutes of the ATC Board of Directors Meeting Monday May 4th, 2015

Attending: Steve, John K, Ken B, Chris D, Gerry B, Jeanne R, Jean C, Neil Mac, Susanne R, Hilda C, Laurie K

Call to Order: Jean C confirmed that there was a quorum

Minutes: The minutes of Monday April 20th were accepted, based on a motion by Jean C and seconded by Ken.

Financial Report (Jeanne R) – nil report

The Board appointed Neil Mackenzie as treasurer , moved Jeanne R, seconded by Steve.

Jeanne R will hand over the books to Neil MacKenzie today.

The Board gave sincere thanks to Jeanne R for her diligence as treasurer.

Maintenance (Gerry)

- Bubble down was successful – too few volunteers. Spring clean-up of grounds done, bubble repairs done
- Net between courts 1 and 2 will be placed when the bubble goes up
- Yeadon reported that the bubble is in good shape and should be good for another 10 years
- Camera to be checked by John
- The 2x4's in the channels will be replaced when required by plastic ones.
- Ball machine to be used by Pros only during summer – Steve to notify them

Tournaments and Court Usage (Laurie K)

- Tournament of Grand Champions 2015 flyer received – we will not participate this year, wait for additional details in coming years.
- Pro's have increased fees for Junior lessons somewhat, enabling the use of assistants for lessons. **Note that in future when Pros are subcontracting they require prior Board approval .**
- Pro's need to have security checks as arranged by OTA - \$35, required each 3 years.
- Junior tournament scheduled for July 11th, through OTA
- Hilda reported that Ladies have been to unable to sign up for summer leagues, Chris will send a memo to all summer members now that the bubble is down and enable sign up.

Communication (Susanne)

- Has advertised electronically re Junior lessons
- Will design a poster for Aldershot HS, Holy Rosary and Glenview Elementary.

- Is making the remainder of the web changes – send all information to Susanne ASAP

Social (Hilda)

Will distribute the honorarium for Board members (\$100 gift certificate from Just tennis), some board members have used some of this for the banquet.

Renovation

- Steve received many positive emails about the conduct of the general meeting on April 16th.
- A second round of voting has taken place because of multiple voting by some individuals during the first. Second round results: 192 voted. Option #1 N = 117 (61%), Option #2 N = 56 ((29%), Option #3 N = 19 (10%)
- Some requests for an increased number of toilets for women, and perhaps only 2 showers each for men and women.
- City have been notified of the result of the vote re the Joint Venture (JV) . They are considering a longer term loan.
- Another Joint Venture received a \$50,000 grant.
- Steve has emailed the councillor (Rick Craven) for an appointment.
- A member offered a loan at a lower rate, as a JV we are not allowed such private loans.
- Steve has received many emails offering assistance with the project – a memo will go out with specific requests for assistance to ascertain interest and skills among members.

Contact with architect **As Provided by Kathy Vogel**

1. Establish with the City of Burlington requirements for engaging building consultants
2. Establish with the City of Burlington requirements for engaging contractor, you want to pre-qualify your contractor and there is likely a process for this.
3. Meet with City of Burlington Planning department to avoid Site Plan Approval, this is something you do not have the budget for. Site consultants such as Site Servicing, landscaping, Storm water management can add thousands to the project never mind what we are required to provide. This is a big deal.
4. Put together an RFP for consultant services I can help you put this together (nobody needs to know) or review what you would like to send out. The Architect will be the prime consultant. You will require Structural, Mechanical and Electrical Engineering. These will be sub-consultants to the Architect and to be included in the fee proposal provided. The proposals will all be noted to be submitted at the same time in a sealed envelope and should be opened collectively. Options might be e-mail submission.
5. When you receive the proposals you can evaluate/interview or just award the consultant. The city may have requirements for the award that you must adhere to. If you invite the firms you are typically obliged to award to the lowest fee

proposal unless there are obvious omissions or a clear misunderstanding of requirements.

Award Consultant.

1. Review design with successful consultant and modify based on feedback/budget restraints etc. (Two week time frame?)
2. Sign off design and initiate working drawings. This likely would be with the consultant team and possibly the preferred Electrical Contractor/Mechanical Contractor that has a history with the building. (The City may allow you to pre-qualify one of your sub-trades based on their fee but likely not)
3. Finalize the working drawings and have one meeting just before tender (Architect)
4. Obtain Zoning clearance certificate from City of Burlington (Architect)
5. During the timing of the working drawings send out the pre-qualification to three contractors (again don't invite too many for the same reason noted above) (Architect/committee)
6. Submit for building permit (usually a minimum of 4 weeks) (Architect)
7. Tender if possible, better to wait until you have a permit in hand but you will lose three weeks. (Architect)
8. Tender, allow 3 weeks for tendering. (Architect)
9. Award and Build!!!! Yipee

Note if we have to go thru site plan approval all of this would likely be delayed 6 months to a year.

In Telephone Conversation with Kathy (architect).

1. Connect with City regarding Site Plan. Is approval required? Impact on budget?
2. Decision on retaining architect or further competitive bid for working drawings (plans)
3. Consultants required as part of process: Architectural, Structural, Mechanical, Electrical Services.
4. Two weeks required for consultants reports.
5. RFP (Request for proposal), Kathy willing to assist here.
6. Try to restrict to as few meetings as possible with consultants (present all facts at once) to control costs.
7. Generate working drawings.
8. Starting point for working drawings will be proposal as we have already, to be cleaned up with changes are request. These will take about 4 weeks.
9. Can present tender request prior to completed drawings.

In Telephone Conversation with Doug (City of Burlington)

1. Staff committee reviewing our request, already had one meeting.
2. Questions arose: Including occupancy load, use of the building, liquor license (Told him No permanent only occasional permits) and parking numbers drive the need for site planning.
3. Estimated cost of lower level site plan is \$3,000.
4. City needs to scope (inspect) the sanitary sewer and water feed lines (they are responsible to the building for these).
5. Above goes back to the committee.

6. Project timing will need to be mapped with staff.
7. Feedback provided and addressed.
8. Once working drawings available, costing can proceed (tendering)

Board members remaining after the AGM in the Fall of 2015.

- President (John K), Past President (Steve G), Treasurer (Neil MacKenzie), Membership (Chris D), Social (Hilda has served one year and will remain for another), Communication (Susanne R has served one year and will remain for another).
- Jeanne R has resigned as treasurer, Jean C will have served 2 two year terms as secretary, Laurie K Tournaments and Court Usage (has served one term and is resigning), Gerry Blake has served one two year term as maintenance.
- Needed – definitely VP, Secretary, and Tournaments, and perhaps also Maintenance

Next Board meeting – Monday June 29th at Fortino's, Plains Rd at 6:30