

ALDERSHOT TENNIS CLUB

BOARD OF DIRECTORS' MEETING

Monday, May 6, 2019

MINUTES

Present: Oliver Barkovic, President; Paul Martin, Vice President; Dot Knight, Marketing and Communications Director; Anne Luxon, Social Director; Gerry Blake, Director of Court Management, Christopher Duque, Membership Director, Jesse Vermeer, Maintenance Director; Jackie McCluskey, Treasurer; John Korosi, Past President

Absent: Scott Myers, Programs Director

- **Financials – Jackie**

- Jackie questioned Oliver re invoices from KVA. There is an invoice from November 2018 which hasn't been paid yet. Oliver advised Jackie not to pay it at April BOD meeting. KVA has completed all the work and so we now need to pay immediately.
- Levett invoice is billed to KVA – should be to ATC. Jackie will contact Levett and request correction.
- What is our rule of thumb re voting requirement for invoices? A: Anything over \$500 needs to be voted on – depending on what Board position you're in. Also, items should be in the budget and, all cheques require 2 Board signatures.
- The insurance certificate has been provided to COB at their request.

- **Renovation Update – Oliver**

- COB sent costing but this needs to be done by KVA. COB says costing needs to be done by Costing Consultant.
- They now want us to structure the main tender: roof and bathrooms.
- Ask for additional prices on other items: renovating inside of clubhouse, cladding, landscaping, windows, doors, etc. These items will be placed on a (shopping) list and we can pick whatever else we can afford.
- COB is restructuring all tenders in Spring 2019.
- We may not require a site plan.
- We could do more in the future when we have more funds. And we won't have to ask COB for approval. As long as we don't need a loan from COB, we don't need their approval.
- Gerry and Oliver met with KVA and have stripped down the costing.
- Plan C: Fix bathrooms, (plumbing underneath clubhouse only), repair existing roof – if possible or replace with new roof based on new design.
- KVA set structure diving the tender so she can draw out of \$10,060. As she completes tasks, she will draw again.

- Oliver to get timelines for reno and share info with Board. Dot will send email blast with updates.
 - If the reno doesn't get done this year, we need to go back to the membership to ask if we should just renovate bathrooms based on the new design and replace the roof based on the new design. Other improvements would occur later based on funds.
- **Maintenance update – Gerry and Jesse**
 - Inspection re court resurfacing expected when rain is forecast.
 - Jesse provided Jackie with a receipt for the filter for the dry vac and Lakeshore league fees.
 - Purchased the following:
 - new battery for back-up motor.
 - New wireless printer
 - Camera (web) Note: DYN IP Service fixes IP address. Need someone to 'own' this function. Gerry will ask someone.
 - Union Gas bills are under review. Jackie will compare the bills over the last 2 years to establish pattern and call Union Gas if necessary.
 - Gerry helped Scott and fixed some issues with league bookings (Scott/Dot need to update website wording re leagues)
 - Bubble down was delayed until Saturday afternoon due to high winds. Scheduling of volunteers for late Saturday very difficult. Thanks to all who were able to help on the Friday and those who found time on Saturday, Sunday and Monday.
- **Other business**
 - Scott to research Phone and Internet provider.
 - Scot Cameron, Website provider to present layout/demo of proposed revamped website to Oliver and Scott M. Oliver and Scott to share the link with the other BOD members.
 - The secretary position is now vacant since Pauline Dotchin resigned from Board. Dot to send an email blast advertising for replacement.
 - For future season starts, we need at least 2 weeks prior to bubble up and down to finalize Forms, Leagues, Website re leagues so that we are ready when the new season starts.
 - We still need conveners for the following leagues:
 - i. Tuesday night mixed drop-in.
 - ii. Wednesday morning ladies drop-in
 - iii. Sunday night mixed drop-in.
- Scott M. to send another email blast.
- Further discussion around the motion to allow BoD members a year of comp. membership (1 year) after two years of service on the Board, as of 2019

AGM. We will bring this up at the AGM, have it ratified and change the constitution if necessary.

- Motion to adjourn by John Korosi seconded by Dot.