

ALDRSHOT TENNIS CLUB

BOARD OF DIRECTORS MEETING

MONDAY, NOVEMBER 13, 2017

Present: Oliver Barkovic, President; John Korosi, Past President; Paul Martin, Vice President; Pauline Dotchin, Secretary; Jeannie Woodcroft, Assistant Treasurer; Christopher Duque, Membership Director; Dot Knight, Marketing and Communications Director; Ron Tansley, Program Director; Anne Luxon, Social Director; Gerry Blake, Maintenance Director.

1. President's Welcome and Meeting Overview
 - Oliver introduced the new board members

2. Extension Update
 - The last item that the city needs is a drawing of the fire access route into the landscape drawing
 - A new fire access route was possibly paved tonight
 - Oliver has spoken to Vogel
 - Roof truss stamps on the drawings are done
 - The problem has been with the architect
 - Anil at the Building Permit Department is waiting for the drawings
 - As soon as he has them, hopefully a Permit will be issued and work on the RFQ will begin within 20 days
 - Oliver will contact the architect to find out if we need to make any choices on finishes for the renovations
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3. Future Meeting Dates
 - Second Monday of each month
 - We may need to meet prior to December 11 if we do have to make choices

4. Vacant Board Positions
 - Maintenance is still vacant but Gerry has graciously agreed to stay on until we find a replacement
 - Ron's position should read: Program Director
 - The Board agreed that no "at large" members be assigned at this time
 - Felicia will help temporarily as Treasurer
 - We need someone qualified to complete financial statements
 - We should canvass the "wait" list and current membership first for candidates
 - We should state that if we don't find someone internally, we will have to go outside and pay someone to do the job
 - We will allow people off the wait list for this position
 - The same applies to the position of Maintenance Director
 - Gerry is meeting with Jesse tomorrow to discuss the Maintenance Director role and responsibilities

- Gerry would like a motion, with a vote, on how to proceed if Jesse meets the qualifications and wants to accept the position

MOTION: John moved that we take someone off the waitlist if they are qualified. Seconded by Paul. Carried.

- We will do the same for the position of Treasurer
- Dot will send out a notice to our full-time members first, then canvass those on the wait list if we still don't have a candidate
- There are role descriptions for the Board positions on the club website, which should be included in the appeal
- Jeannie inquired about the role positions
- There is no description for Maintenance Director on the website
- The description for Treasurer is incomplete, as there is an Assistant Treasurer who does parts of the role
- Anyone looking to take on a position should be given the role description for clarification of expectations

5. Court Booking Policies

- We need another reminder to the membership re proper court booking procedure
- The Board is trying to maximize the court usage for the benefit of the membership
- One of the issues is to not leave ½ hour gaps before and after bookings
- We should have a standard email for booking irregularities which goes to the person who did the booking
- The person booking would have 24 hours to move the booking to remove the ½ hour or the club would do it for them
- We are only talking about bookings that have ½ hour on each side of the booking
- If we send out a warning and the same thing keeps happening, it will be brought to the attention of the Board
- There will be a process and consequences involved
- Oliver will compose an email draft to send to Dot
- It will be viewed by the Board for critique
- If multiple balls are being used on a court, the screens should be pulled across the court to ensure stray balls do not travel to adjoining court(s)
- The "no show" policy is in effect and should be reported by the membership via email or comment book to the Board
- Oliver will compose an email to address this problem
- Members will be asked to address this ASAP if the situation arises
- If you book a court with a guest and do not show and do not cancel your booking, members will still be expected to pay for the court time

6. Pro Contracts

- When can a pro can book a blue block?
- Currently, they don't book in prime time during the week
- At the AGM it was stated that the pros cannot book 2 courts side by side
- They can only book yellow bookings 5 days out to be able to occupy 2 courts at the same time (not counted in the 35 hours)
- Peter is going to try to run some programs at local schools

- Any junior bookings must be by members of the club
- Pro lessons are for club members only
- Oliver will consider wording for new contracts for the pros
- Courts 1 and 2 are for lessons
- Courts 3 and 4 can be used for lessons, but only if 1 - 3 balls are being used
- Junior clinics are paid for by the club; adult lessons are paid for by the member
- When should money be paid to coaches and how much?
- Jeannie needs to see each contract to confirm payments
- The assistant pros give Jeannie an invoice
- Jeannie wants to see the budget for the junior programs and match plays
- The junior member is paying, and where is the money going?
- Pros get 8% off the junior program and coaching fees for match play and Jeannie needs to have verification of the amount to reimburse the 8%
- We still charge for the ball machine
- The pros should have read the contract and signed off on the Code of Conduct
- Peter should do the bookings for "blue" for himself and the two assistants
- He has a limit of 35 hours, unless lessons are booked during non-prime time
- Craig is currently limited to 3 clinics a week (not included in the 35 hours)
- Each pro can book 3 hours of "private" bookings a week
- We need to discuss if Kyle will receive a no-cost membership
- Kyle will be given a contract similar to Paula's
- He is a student so will pay the student rate if we don't give him his membership
- Craig's is unofficially classified as an "assistant" pro

MOTION: Dot moved that we give Kyle a free student membership. Seconded by Ron. Paul Martin was recused. Carried.

7. Financials

- We began discussion of the financials; however, there is some clarification needed and Jeannie will discuss this with Felicia. The financials will be a priority at the next meeting.

8. Adjournment

- Meeting was adjourned at 9:35 pm.