

ALDERSHOT TENNIS CLUB

BOARD OF DIRECTORS' MEETING

Monday, October 15, 2018

MINUTES

Present: Oliver Barkovic, President; Paul Martin, Vice President; Dot Knight, Marketing and Communications Director; Christopher Duque, Membership Director; Pauline Dotchin, Secretary; Anne Luxon, Social Director; Jackie McCluskey, Treasurer; Ron Tansley, Program Director, Peter Buckley, Head Club Pro; Paula Sousa, Assistant Club Pro; Kyle Martin, Assistant Club Pro.

Absent: John Korosi, Past President; Gerry Blake, Director of Court Management, Jesse Vermeer, Maintenance Director.

- 1. The Pros** were invited to read through their contracts, initial the bottom of each page in the right-hand corner to acknowledge they have read the page and understand the contents, sign and have someone witness the last page. Peter gets 15 hours, Paula gets 10 hours and Kyle gets 10 hours for lessons and clinics per week. The week repeats Sunday to Saturday. Club pros can charge a minimum of \$40 per hour per lesson. Minimum of 4 players and a maximum of 6 can be accommodated in the Adult Clinics. The website will be changed to reflect this amendment. Junior Program and Match Rates will be determined by Peter and Chris. Pro meetings will be held the second last Tuesday of the month with 1 or 2 board members present. Gerry and Ron will attend the meeting in October. Clinics and lessons will be held on courts 1 and/or 4. Junior clinics are held on courts 1 and/or 2. The Board would like the pros to keep track of, and report to the Board, any “no shows” for Gerry to track. Pros are expected to reprimand any members who violate the Code of Conduct or Anti-Harassment Policy if they witness anything. An incident report should be filed with Oliver. If there is no resolution to the incident, Oliver will bring it to the Board. Oliver is going to buy a camera which will show the three courts—2, 3, and 4.

Pros should not enter tournaments or sign up as a spare in the leagues. They are allowed 3 yellow bookings per week. Pros made changes on their copy as discussed. Pauline offered to retype the master contract.

Pros were given a copy of their signed contract as well as a copy of the Code of Conduct and the Anti-Harassment Policy.

2. Email Addresses on the Club Website – Dot

We are going to be charged \$1 per email address linked on our website per month.

We need to know how many emails each account receives each month.

We are going to eliminate John Korosi's.

3. New Members' Night and Banquet – Anne

There are 25 new members and five were present Friday, October 12.

November 2 is the New Members' Night and Welcome Back.

The Banquet is going to be held in April.

We broke even last year at \$40 per ticket. The cost may have to go up slightly.

Anne has looked at RBG, LaSalle, and Burlington Golf and Country Club.

We had just over 100 people attend last year.

We are going to try to keep it at the Polish Hall because of cost. We will also investigate the Austrian Club.

4. Women's Tennis and Tournaments - Ron

Implementation of the new format in the day Ladies' League and Round Robin has resulted in an increase of 60% participation rate. The conveners have done an exemplary job of implementation.

The tournaments offered this year for 60+ will be altered to 55+ as per last year.

5. Maintenance

Snow contract is signed. Minimum services reduced to 2. Cost saving for now. Only used 2 services last year.

Survey of tree trimming done by contractor and Gerry. Cost is approximately \$300-\$500 and will proceed if approved. All brush removed. Multiple trees trimmed back from fence, bubble, machinery and area for crane to work. Includes repairs to raise fire gate off the asphalt by four inches. Gerry and one other to be present to determine scope and what is needed. Very large undertaking considering size of some of the branches we should remove.

Waiting for response from Lee Senter at “Dryit”. Contact given by Kevin Kernaghan (member). Attempt was made to remove stains using pressure washer with little effect. Need to address solutions that can help remove stains at lower level before addressing stains that are much harder to reach. Path lighting update. Someone has complained that it is too dark. City has cleaned lights. City is proposing we contribute half on extra lighting. This is a public safety issue and the Club does not feel we should be contributing since it is a public park, used by baseball players, people walking their pets, and people going to the school or church. We are already paying to renovate the city’s building. A suggestion was made to purchase a light sensor with 2 lights and mount it on the corner of the building, facing the pathway. When someone walks in front of the light, both directions will be lit.

We need to have the key for the lock on the Gallagher gate accessible for medical assistance vehicles. The lock should be put back on the east gate because Peter sees it as a safety hazard if it is left unlocked.

6. Renovation Update – Oliver

A meeting was held with the City of Burlington on October 12, 2018.

Gerry, Oliver, Kathy, and Jennifer were in attendance.

Kathy walked us through the redesign of the club and the following discussion took place.

It was noted that the accessible washroom size may need to be increased. **Action:** Jennifer to send drawings to Accessibility Co-ordinator for comments once information has been clearly marked on drawings i.e. door width, centre of toilet dimension, width of shower opening, size of shower etc.

Kathy would like to label the accessible washroom/change room as just “accessible washroom”. Needs further discussion.

Entrance to men’s and women’s washroom protrudes out into the lounge area. **Action:** Kathy to see if these doorless entries can be made smaller.

A janitor’s closet is required and could be allocated to some of the coat room space. **Action:** Kathy to include in layout.

Vestibule doorway may have to be increased. **Action:** Kathy to confirm.

Domestic Hot water - **Action:** Kathy to inquire with mechanical consultant to see if existing tank is big enough for the additional plumbing fixtures.

Front door – swing is incorrect: **Action:** Kathy to revise.

Noted that even in this design scenario the electrical panel needs to be replaced.

Furnace – in this layout it is assumed the existing furnace would be utilized; however, this would not include air conditioning. **Action:** Kathy to explore HVAC with mechanical consultant.

Door operators required on front entrance, accessible washrooms and rear entrance. **Action:** Kathy to include in design layout.

Fireplace in the corner can be removed. **Action:** Kathy to remove from layout.

Note - patio in rear is covered.

Note - trees remain in this design.

Front entrance concrete – Oliver requested that some of the concrete walk out front of the building be replaced in addition to the ramp up to the entry door. Ron and Dot suggested we pave over the existing concrete since the original pool is beneath the concrete and excavating could potentially cause more issues.

Exterior lighting – besides standard exterior lights some additional lighting will be included in the columns on the rear patio.

Kathy will be ready for site plan resubmission on October 26 if accessibility comments have been received.

Kathy presented the following fees for the redesign:

Electrical - \$4,000 design + \$1,200 for 2 site inspections = \$5,200

Mechanical - \$3,000 design + \$1,500 for 2 site inspections = \$4,500

Actual fees have not been received for structural or for Kathy's fee.

7. Letter from Craig – Pauline

This issue will be brought up at the pros' meeting on Tuesday, October 23.

8. Next Meeting

The AGM is scheduled for November 26. If we postpone for one week, we could have a Board meeting on November 12 and have the AGM on December 3 at the Club. Dot will send an email blast and update the website.

9. Adjournment at 10 pm.