

# Minutes of Aldershot Tennis Club Board Meeting

Monday, September 18, 2017; 7:00 p.m.

The meeting was held at John's house (Thanks to John & Pat for their hospitality)

**Present:** John Korosi, Dot Knight, Oliver Barkovic, Hilda Cirotto, Gerry Blake, Steve Gray, Jeannie Woodcroft

**Regrets:** Susanne Reimer, Chris Duque, Malcolm Harris

## Items discussed:

- **Update from John**
  - Motion to take anyone off the wait list if they are willing to take the Treasurer position on the Board.
    1. Steve seconded it and all were in favour. Passed.
  - Dot has offered to switch her Board position from secretary to Marketing and Communications Director. The following Board positions are going to be open at the end of this term:
    1. Secretary
    2. Maintenance
    3. VP
    4. Social Director
    5. Program Director
    6. Membership Director
    7. Treasurer (Jeannie is not qualified to produce financial statements and doesn't want to assume the full role. She is happy to assist and keep doing the same function as she is currently doing.  
John will speak to Chris to ask him if he interested in staying on the Board.
  - Ken Sheldrick would like a partial refund because he had back surgery in December, 2016.
    1. The club policy is to receive the requests in a more timely fashion. If Ken had made his request earlier in 2017, we could have sold his spot on the membership and granted him a refund but it is now too late. John will advise Ken that his request is regrettable denied.
  - Motion: No pre-booking of courts side-by-side for lessons – with a proviso that if a court is available on short notice, then it is ok to book it at that time.
    1. Gerry seconded it and all were in favour. Passed.

- John has changed our Bell account to lower the package for the TV to save \$30 per month.
  - We have received a new modem which John will try to install shortly. We will go from 25gigs to 325 gigs for an increase of \$1 per month.
  - **Susanne, when you post these minutes to the website (once we receive all approvals), can you please send a communicate out asking if anyone can donate a good computer for the clubhouse?**
  - We need to upgrade the computer in the Pros office
- **Gerry:**
    - Bubble up:
      - Gerry will make calls to the teams required for Bubble up (crane, etc) and get the form filed with the City.
      - The sign-up sheets are posted at the clubhouse and Gerry has received emails from those interested in assisting.
      - Gerry will contact Paul Harris and Ken Burlock.
    - Court time available for pro's to give lessons.
      - It is up to Peter how many hours he gives up to other pros.
- **Jeannie:**

**Treasurer's Report:**

    1. Felicia Sciamanna and Jeannie met in early summer and discussed procedures and their sharing the treasurer's role. They are continuing the procedures that Jackie Smalec put in place in Fall 2016 when she and Jeannie began working together. The Treasurers have implemented some changes to that procedure as well.
    2. Jeannie created a Google gmail account, **atcburlington@gmail.com**, for the use of the Treasurers only. Felicia, Chris Duque (Membership) and Jeannie have the passwords for the account. On this google drive we have stored the following spreadsheets for the Treasurers' use: Cheques Written, Deposits Made, and Chris' Membership detail for verifying payments by members. Felicia and Jeannie are working on these shared documents so that she can do the bank reconciliation monthly.
    3. Preparing cheques for payments are done by Jeannie upon receipt of invoices/expense voucher:
      - left at the clubhouse in a mail slot on right/above desk and labeled TREASURER (or Jeannie)
      - emailed to the Treasurer at [treasurer@aldershottennis.ca](mailto:treasurer@aldershottennis.ca) – the official email

address for Treasurer and is directed to both Felicia and Jeannie's personal email addresses.

- Emailed to Jeannie directly at [jeanniewoodcroft@gmail.com](mailto:jeanniewoodcroft@gmail.com)
4. Signing/distribution of cheques:
    - Jeannie emails signators that cheques are in clubhouse awaiting signatures.
    - Jeannie maintains a large brown envelope with a tracking sheet attached. Signators initial when they have signed cheque. If the cheque is to a member, it is left in an envelope labeled with member's name and placed in one of the mail slots to right/above desk. The last signee is asked to do this to speed up delivery to member. Signee should note and initial that this was done.
    - All invoices/expense vouchers are to be left in the brown envelope for Jeannie's pickup and records.
    - Jeannie mails other signed cheques. She keeps stamps and envelopes at her home.
  5. Expenses paid on auto-pay:
    - a. Burlington Hydro (2 accounts)
    - b. Reliance Comfort
    - c. Bell Canada
    - d. Union Gas
  6. Deposits to First Ontario Credit Union are made by Jeannie upon receipt of cheques/cash along with details. These are left in the clubhouse office in a mail slot above/right in envelope labeled TREASURER (or Jeannie). Full details are required.
  7. Jeannie is not officially recorded at First Ontario Credit Union. Should she be?
  8. Jeannie provides cheque stubs and invoices/expense vouchers to Felicia through Ralph on a monthly basis. Felicia reconciles bank statements and enters data into QuickBooks. Jeannie enquired about responsibility around debit machine. She has received debit sales with no names recorded. Members were asked to be sure to notate name on debit sale slips for Jeannie's records.
  9. Jeannie informed executive around the issue of payment of the P.O. box. It was paid twice (once to Canada Post, secondly to Shopper's Drug Mart. The extra payment is prepayment for next year.
  10. Jeannie wrote a cheque for \$5,000 to Gerry Blake for 'Bubble Down' expenses; invoices/expense vouchers to come.
  11. Jeannie asked about limits on coaches/pros fees. She needs access to their contracts re remuneration. What is the limit on cheques Jeannie can write?

12. There should be a budget for Jeannie to check to make sure the expenditures are in line.
  - Some coaching assistants have billed the club for events such as Fun Day. Jeannie needs to have access to the Pro's contracts to ensure that all is ok. **John will send Jeannie a copy of the Pro's contracts.**
  - A rate of pay is required to be added to Peter's contract. We need to have the contract amended.
  - Chris - can you please provide the following information:
    - a. How much money have we collected this season for juniors memberships
    - b. How many hours have been invoiced for lessons
    - c. How much do the pros and their assistants bill the club
- We need to ensure that ATC is making money on the junior programs.
- Felicia to produce Financial Statements for September 30, 2017 to present at the AGM on October 23<sup>rd</sup>.
- A large yellow envelope with a check list attached is being used to collect and distribute any financial items. The envelope should be made visible at all times so that Board members can check to see if there something in it which requires their attention/signature, etc.
  - We need to clean up the Pro's office and dedicate a place for the envelope.
- **Debit Machine Report**
  - Whoever makes a debit transaction for the club must write the name(s) of the members on the top of the report which prints out. This is required so that the Treasurer can balance the membership count with the dollar amount collected. **John will send an email to Craig and Peter to alert them to this.**
- **Updates on club renovations:**
  - Steve, John and Oliver had a conference call with city staff for a quick update.
  - During the call city staff stated that the city would take responsibility for bringing the fire access to code.
  - Oliver contacted the architect for an update. During a follow up call they stated that they have re-submitted the updated drawings to building planning and are confident that all outstanding items are now accounted for.
  - Oliver will follow up with the building department to see if the drawings were received and for any feedback.
  - During the call with the city, the possibility of the city taking over the plan was discussed in the event that the architect does not accomplish the expected work in a timely manner. The city is willing to do this.

This would be an additional expense to the club, as this would require the release of our current architect and hiring a new architect through the city. This is only a contingency plan at this point. It is not an ideal solution, but one we need to explore should our current architect fail to get approval for the new drawings.

- **Oliver:**
  - Spoke with Cathy Vogel and Dwight, submitted all points.
  - Cladding at the back replace
  - Took out one shower from each change room and re-assigned space. Cathy Vogel needs to sign that as well as 2 other pages.
  - City confirmed that fire access route wasn't strong enough when originally built and therefore they will take financial responsibility if modifications required.
  - Fire shutters have been approved.
  - Re-submitted truss drawings for engineers to stamp.
  - City met with Dwight
  - Drawings were submitted to Turkstra.
  - Cathy Vogel will receive our engineer stamp and submit to the City.
  - There were 3 other issues:
    1. The re-assignment of space after some showers were eliminated. (Cathy Vogel needs to sign that as well as 2 other pages.)
    2. A signature did not print out on the PDF. This has since been fixed.
    3. Oliver submitted 3 documents. Waiting on Turkstra.
  - Neil will give us a Building Permit – he wants it completed by the end of this week. Then we can go to tender. Oliver will get everything prepared for tender by mid-November.
  - Hilda would like to go over the sample boards. John and Steve also need to look at them. They were left in the Pros office.
  - We should allow 6 weeks to go to tender and 6 weeks to get bids in. Then we will know how much the renovations will cost.
  - Copy of email from Anil Kumar:

"Hello Doug

As we have very long phone conversation today so please update as per our phone call:

- 1) Revise drawing A2-2 ( TWO COPIES) to verify W5 assembly to ULC rated Exterior load bearing rated wall and infilling window beside electrical room along north elevation.
- 2) Revise spatial separation rating letter as discussed and provide sealed letter or attach letter to elevation drawings.
- 3) Provide sealed and revised compliance letter by Architect of record.
- 4) Provide at least one roof plan showing existing precast roof over existing portion and how new roof trusses will be placed over new and existing portion of the building with connection details.
- 5) Roof truss plan shall be sealed by truss Engineer or Engineer of record for this project. All shop drawings for roof trusses and layout shall have review stamp from Engineer of record.

6) Please make sure along east elevation the roof soffit shall have no openings and soffit shall be protected by sheet steel of 0.38 mm thick or unvented soffit as per Div.B, 3.2.3.6 AND PROVIDE NOTE ON FLOOR PLAN A2-2

7) I will discuss with Doug and Fire department regarding access route.

Please submit ASAP so I can finish my review .

Regards

Anil Kumar, M.Eng., P.Eng., CBCO"

- **Are all the pro's and contractors under a valid ATC contract? When do they renew?**
  - Oliver and John will renew the contracts and put something out to the membership to see if there are any members who are interested in the contract(s).
- **Oliver:**
  - Michel Lecavalier has kindly offered to assist us in reviewing our constitution. He says it is important to keep it current.
  - Oliver was to switch the Board to Google Suite in our new term. He will document the procedure and send it to the board members.
  - Oliver wants to have an Orientation session for the new board in November, 2017 to plan the next year. He hopes the existing board members will act as mentors to the new board. Oliver will put something together for this.
  - **Oliver will contact Canada Post to see if it is ok for us to install a mail box at the clubhouse so that we can receive mail from the post office and members can drop off their mail to us.**
- **Chris sent the following update:**
  - As of September 18<sup>th</sup> - current numbers,
    - Adult Paid - 197
    - Adults Needing to Pay - 103
    - Current Openings - 8 (Assuming all 140 return, no one on sabbatical returns and no one on medical leave returns)
  - I resent the renewal letter to the 140 people who have not paid as a reminder.
  - To get the ball rolling I sent membership offers to 16 people on the waiting list, and so far I have 2 yes, 6 no and 8 waiting.
    - Student - 1
    - Junior - 4
    - Junior & Match - 3
    - Junior Program - 53

- **Susanne sent the following update:**
  - I have trained Peter on how to use the Gigasport mail function so he is good to go. I will also get him set up with a user account for Gigasport.
    1. **The Board agreed that if Peter needs to send any communication, he should send his draft to Dot who will edit it and send it out on his behalf.**
  
- **Malcolm sent the following update:**
  - **2017 Summer Programs:**
    - Minor adjustments were made to court blocking for some RR/Leagues, thanks to all Program Coordinators for another successful season.
    - **ATC Board to approve \$400 (10 x \$40) Just Tennis gift cards as a way of saying thank you to Program Co-ordinators.**
      - **Malcolm, please supply the names of the people and their functions and send it with an invoice to Jeannie. These details are required for the Treasurer's report.**
  - **2017 Summer Tournaments:**
    - With support (\$300) of the South West Region of OTA, a very successful Junior Tournament was held July 8 with 18 Participants of all ages. (One of the few days this past summer we did not get any rain.)
    - The Adult Singles Tournament is scheduled for Sep. 22/23/24 but sadly only one woman and only two men 60+ have signed up. Suggestion is we hold the tournament with only eight participants if Men 60+ agree to play in main draw. An email has been sent to all registrants letting them know about this option. Peter Buckley will be running the tournament on my behalf.
  
- **2017/2018 Fall & Winter Programs:**
  - Most Program Co-ordinators for the Fall/Winter programs are in place and I will get their confirmation this week. There will be no Saturday Davis Cup as we no longer have anyone to run the program. Court blocking for the Fall programs will start this week. Preliminary lists of Members who have registered have already been sent to the Program Co-ordinators.
  
- **My two year term as Program/Tournament Director comes to an end in November.** There have been highs and some lows but overall I have enjoyed working with everyone who have made the Club Programs a success. *Good news* is I have found a replacement who I think has the skill/knowledge/interest to do a fantastic job. Their nomination/election to the Board and Members will be made at the AGM in November.

- **John will speak to Malcolm to ask the name of this person as the Board needs to know. Oliver will check the constitution to ensure that we are following it correctly.**
  
- **Dot:**
  - **Burlington Hamilton Ladies League (BHDL)**
    1. Request for 3 courts to play on Wednesdays from 9 – 11 a.m. during the months of May and June – probably 6 Wednesdays. This conflicts with a ladies round robin. In past years, Aldershot has played its home games on Mondays but all other clubs have them on Wednesdays. Monday games pose a problem in the other clubs' schedules.
      - **Dot to ask Malcolm for the name of the convener of this league and she will ask the convener for input.**
  
  - The description on the website for this league needs to be changed. Dot will submit the changes to Susanne shortly.
  
  - **Winter programs**
    1. Can I direct my weekly email blast to those people who signed up for the Friday night round robin or do I need to send it to the general membership?
      - The sign up for Friday night tennis is redundant since it is a drop-in program. Therefore, the weekly email blast up for the Friday night round robin needs to be sent to the general membership.
  
  - **Website updates**
    1. There are quite a few updates required to the website but I don't feel qualified to make them. Can someone please assist me to go through each page and help make corrections? I suggest Malcolm would be the most knowledgeable as most of the updates concern leagues. (Refer to the 2 printed pages from the website attached).
      - Dot will contact Malcolm for his assistance.
      -
  
- **Hilda:**
  1. The Polish Hall has been booked for the 2018 banquet.
  2. Our usual DJ has retired.
  3. **Susanne, when you post these minutes to the website (once we receive all approvals), can you please send a communique out asking if anyone can recommend a good DJ for the banquet?**
  - 4.



- **AGM - Monday, October 23rd**
  - Items re AGM:
    1. Financial statements required
    2. Board needs to produce a budget for 2018 before or close to Sept 30 2017. Steve sent John / Oliver suggestions.
    3. John to create Agenda, presentation and be the MC
      - Should we look at getting different pros in? (Not the head pro). People can apply and go through a hiring process – to be decided by the board.
    4. Gerry to ask Ken to bring his projector
    5. Board positions – nominations should be submitted prior to AGM. . The following Board positions are going to be open at the end of this term:
      - Secretary
      - Maintenance
      - VP
      - Social Director
      - Program Director
      - Treasurer (Jeannie is not qualified to produce financial statements and doesn't want to assume the full role. She is happy to assist and keep doing the same function as she is currently doing.
    6. Any business to be discussed must be sent to the Board at least 2 weeks prior to the AGM
    7. Last year's minutes need to be read. Dot will send them out separately.
  - **Susanne, do you have time to send a communique out? If not, Dot can send it.**
- This was Steve's last Board meeting and the Board thanked him for everything he has done for the Club. Steve will attend the AGM.

**Meeting was adjourned**