

ALDRSHOT TENNIS CLUB
Meeting Minutes

Date: November 18, 2019

Time: 7:00 pm

Location: Aldershot Tennis Club

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| President: Christopher Duque | X | Marketing: Naomi Gardner | X | Maintenance: Jesse Vermeer | X | Kyle Martin | X |
| Vice President: Damien Larkin | X | Secretary: Connie Godyn | | Treasurer: Jackie McCluskey | X | Dot Knight | X |
| Past President: Oliver Barkovic | X | Program: Julie Beltrano | X | Membership: Malcolm Harris | X | | |
| Social: Anne Luxon | X | Court Management: Gerry Blake | X | Head Pro: Peter Buckley | X | | |

I. Call to Order

II. Director Reports

Peter (Club Pro)

- Junior Program winter session has a strong attendance at 41 juniors and will end on December 22nd.
- Second session will begin after the Christmas break (Jan 6th) and is expected to have a strong attendance of 41 or more juniors.
- Match Play currently has 13 juniors per session. Peter to work with Malcolm to finalize the attendance, and once complete Oliver will work with the Parents to set-up the TeamSnap. Goal of TeamSnap is to confirm Match Play attendance for Saturday by Wednesday PM and book courts based on attendance expected.
- Peter, Gerry and Julie will work together to pick the tournament dates. Plan will be to postpone the mixed tournament to the New Year to avoid conflicts with renovation and recent election of new Board member to fill vacant position of Director of Leagues/Tournaments.
- Peter and Julie will follow-up on the Singles Ladder and see if there is interest, and see if Liz Sutherland is still available to organize.
- Tomas Mayorga has been selected to represent the junior members and will correspond with the Pros. Peter will send out a survey to the junior membership to gauge interest on a number of topics.
- Peter, Kyle and Oliver will follow-up with Bonds Autism Centre in the New Year to provide community outreach and offer a tennis lesson for 8-10 people on Tuesday's from 5 – 6:30 pm.
- Peter will continue to look for a new Assistant Pro and inquire with other clubs if we can obtain a pro part time to provide private lessons for a few days a week.

Dot Knight

- Board reviewed the AGM Minutes.
- Oliver will provide the information requested at the AGM.
- Current BOD will review the final draft of minutes prior to submitting to membership.

Oliver (Past President)

- BOD has been approached by members interested in assisting in a renovation subcommittee, and Oliver will follow-up with interested members.
- Oliver will work with Naomi to improve the social media presence of the club with the goal of increasing summer and junior membership.

- Oliver has drafted up a Code of Conduct for the BOD, and the board members will review the document for the next meeting.
- Oliver is creating a Board Introduction package for new BOD that will contain required information (passwords, contacts, information, Gigasport instructions, etc.)

Malcolm (Membership)

- Malcolm moved that the club donate \$100 to Tennis Canada in honour of Ron Mauro to thank him for chairing the AGM. Donation and thanks will be presented at the social on November 22nd.
 - o Motion – Malcolm, Seconded – Oliver
 - o All board members voted in favour. Carried.

Jackie (Treasurer)

- Oliver will follow-up with First Ontario (Club's Bank) to determine what is required to update account sign offs, investigate a prepaid credit card for Reno expenses and potential to use e-transfers.
- Oliver will also ask how the renovation vendors would like to be paid (trailer, dumpster, etc.) and ask if we can use cheques to pay if the bank will not provide a credit card.
- Chris, Malcolm and Jackie will work together to improve the process for documenting membership related cash flows. Current process is a spreadsheet is updated with all of the cash flows and double checked by Chris and Jackie.
- BOD discussed performing a financial audit on club. BOD decided to forgo an audit at this time due to large cost (\$10K) and lack of value to the club with the current state of the finances. BOD will work on a new process for all BOD members to review financial statements monthly to double check cash flows.

Jesse (Maintenance)

- Jesse and Gerry are working on finding a contractor for snow removal around the bubble. The past contractor is no longer performing this service. City will continue to organize cleaning of the parking lot and walkway, but we are in need of someone for the bubble. If contractor cannot be found, BOD will need membership assistance during large snow falls.
- Oliver will follow-up on snow removal of fire access for the Reno contractor and confirm the city is responsible for clearing the snow.

III. Old Business

A. Renovation Status

- Renovation cost is fixed at \$520,000 + HST. Any changes to the contract must be reviewed by ATC renovation committee and approved before the contractor can proceed. In the event of any significant changes that are required to proceed with the renovation they be taken back to membership by the committee.
- Contractor will work with the ATC renovation committee and architect to review the work completed every 30 days and make payment to the contractor based on work completed.
 - o There will be a 10% hold back in the contract that will be paid on full occupancy.
- City of Burlington currently reviewing the contract provided by the contractor. Contract will be sent to new BOD to review and understand the terms.
- Once City has reviewed the contract and issued a Building permit the BOD will work to understand the impact to the membership and provide a communication for club access during the reno.

- Access to courts during renovation
 - o A change trailer and bathroom will be rented and stored between the clubhouse and bubble (Courts 1 and 2). Trailer will cost \$480/month and bathroom will cost \$420/month. The bathroom will be pumped out weekly at no additional cost.
 - o The membership will have no access to the clubhouse during the reno and will need to work to clean out the clubhouse.
 - o The tunnel connecting the clubhouse to the air lock will be modified to allow access from the trailer.
 - o The BOD will review the plan to access the club from the outside gates and put together a plan for membership access. Discussed plan was to lock the gates with a combo lock and have first member open the gates and the last member close the gate.
 - o Oliver will ask the contractor if they can build a temporary structure between the trailer, bathroom and walkway to prevent snow and dirt from being tracked into the bubble.
- Clearing the Clubhouse.
 - o On Friday, November 22 the BOD will communicate to the members present to review all of the items in the clubhouse and remove anything of value.
 - o BOD will send an email to all members to indicate the club house must be cleared and if members are storing anything to take it home. The discussed plan was:
 - Nov 22 – Start to identify items that need to be kept and items that can be discarded.
 - Nov 30 – Jesse to organize time for members to help to pack up items and store in bubble shed.
 - Dec 7 – End date for moving items from the clubhouse, anything left in the clubhouse will be thrown out.
- Gerry will follow-up with Bell to suspend the club's services during the reno.
- Jesse will follow-up with Cleaning staff to talk about cleaning of the trailers and bubble during the renovation.

IV. New Business

A. 2019-2020 Board Initiatives

- Board will discuss the remaining initiatives during the next BOD meeting.
 - o Establish member sub committees (incident reporting, constitution, court usage, etc).
 - o Inclusion of Corporation Act into ATC constitution.
 - o Enhance incident reporting process and follow-up on open incidents.
 - o Modify Code of Conduct and Anti-Harassment Policy to include abuse of membership list and electronic harassment.
 - o Resurface courts.
 - o Host junior OTA tournaments.
 - o Review of booking policies: League penalty, guest bookings, booking duration, penalties for no shows or violating rules.
 - o Membership survey on key membership concerns (court times, tournaments, leagues, clinics, pro availability, etc.).
 - o Community outreach opportunities.

V. Comments and Announcements

VI. Adjournment

- BOD moved to close the meeting.

Next meeting date: December 9, 2019 7:00 pm

Location: TBD