

Minutes - KTC Executive Meeting
Wednesday, July 13, 2016, 7:00pm
Doug's Home

Present: Lynne Hanson, Jocelyn Purdie, Douglas Bowie, Tom Thayer, Isabelle Pollock, Sam Faris, Dave Stocks, Paula Loh

Regrets: Flame Eadie, Ginette Blais, Rick Donaldson

1. **Meeting called to order** 7:07 p.m.
2. **Wednesday June 15 Minutes approved** without amendment.
3. **Financial Report** (Tom) – We have taken in about 90% of the revenue for the year and our expenses are fairly predictable. Tom submitted 6 years of amended returns to CRA, and they are now processing our claim for HST. We should find out in early August if our application is successful – we will not get any cash back but should get a credit for future HST. We discussed the income from lessons, which may go down if Isaac leaves early in August. There have been fewer people wanting private lessons this year, although the adult group lessons have been popular.
4. **Capital Project** (Paula) - We haven't had a lot of feedback on the survey results so far, and the members have been quiet. From conversations with members, some people have not yet looked at the survey results - the big takeaway seems to be that we should keep costs down and that any new project should be more modest than the 2015 proposal. We are eligible to apply for a grant of up to \$250,000 from the Ontario150 Community Capital Program, which could cover up to 75% of our renovation and improvement costs. We have to apply by September 14 and could start renovations next year, for completion by March, 2018. This grant could potentially go towards court improvements and lighting, putting in an additional court, demolishing or renovating the existing clubhouse.

There was some discussion about timelines and whether this would delay work on a new clubhouse. We are proposing to do all of the infrastructure work from the original proposal (demolishing the clubhouse and court improvements - widening courts 2 and 3, new lighting), and there was some discussion as to whether we should begin the other phase of the new clubhouse before finishing this infrastructure work. The summer camps are very profitable, and we would lose revenue and future return business if we have no temporary alternative in place for the clubhouse for a year and could not run the camps.

Paula moves, and Dave seconds that we will apply for the Ontario 150 grant. Passed unanimously.

Paula will bring a draft of the application back to the Board in August.

At the June and July Board Meetings, there was much discussion about the survey results and there was careful consideration of membership preferences and costs of various options. Moving forward on the basis of the survey results, the Board opted for a modest proposal for a new clubhouse at the Napier Street location, along with new lighting and court improvements.

Jocelyn moves, and Isabelle seconds, that we build a new clubhouse adjacent to Napier Street that is smaller than the 2015 proposed clubhouse, and proceed with court improvements and lighting. Passed unanimously.

5. **Governance** - (Jocelyn) The committee has sent a revised draft of the by-laws to the Queen's Business Law Clinic, along with a list of questions. Once we hear back we can finalize and review some of the changes. The Board will have input on the proposed by-laws, so Jocelyn reviewed some of the key changes. The committee suggested a minimum of 5 and a maximum of 12 board members, and everyone seemed fine with this. The committee also suggested two-year terms rather than a one-year term for board members and that the various positions have staggered terms. Most people seem to be fine with a two-year term. It might help to have a permanent paid management position, to take some of the pressure off of Board members, so that they would be more willing to take on a two-year role.

On the nominations process, they are recommending a committee of 3 to 5 people, including the past president, two Board members and two voting members who are not on the Board. This met with general approval although it was not unanimous. The committee also proposed limiting proxy votes to two votes per member present in person at member meetings; we discussed whether we should limit it to one proxy vote but this was not a contentious issue, and most seem fine with two proxy votes. Non-voting members are junior members under 18 and those who do not have a full season membership; currently they are not allowed to attend the member meetings or to vote. The committee asked whether we should allow them to participate in any way, and there was much discussion – most seemed fine with them attending meetings, but that they should not have voting rights.

There was some discussion as to whether we should permit nominations from the floor and whether this is required under the legislation – we are waiting for a response from the Queen's Business Law Clinic on this issue. On quorum, we currently require 17 members for the AGM, but the committee is suggesting that it be not less than 5% of the voting membership (which is around the same number currently). The committee also recommended that changes to the letters patent (the corporation's

purpose), or dissolution of the club should require a 2/3 majority vote, and all Board members seemed fine with this.

Succession Planning (Paula) We need to plan further in advance to anticipate and fill future vacancies on the Board - members will declare their intention as to whether they would like to stay on at the August meeting.

6. **Abuse & Harassment Policy** (Tom) Almost every employee and pro has signed the policy and we have now expanded our insurance coverage to include abuse.
7. **Steward Job Descriptions** (Sam, Dave) They are now putting together an operations manual, including opening and closing procedures, and each staff member is writing a section.
8. **Social Events** – Alma is running the dinner for this Saturday's tournament (with assistance from Flame & Lorna Sim) and Lorna has agreed to take over for future tournaments and socials.
9. **Next Meeting Date and Location:** Wed, August 10, 2016 at Rick's home
10. **Other Business** – Isabelle reported on suggestions from the Suggestions Box - there have been two requests for sugar-free drinks. We also discussed whether to reduce the Tuesday and Thursday drop-in doubles to one court rather than two - decision made to leave at two courts. Another suggestion was that two courts be set aside for women's drop-in doubles on Monday evenings - decision made not to do this. For Sunday drop-in doubles, we are now planning on using a rating system (overseen by Isaac & Emile) to determine which group people will initially play with, to form competitive games. The Friday drop-in doubles is shrinking, as fewer people are attending. One possibility would be to have a league, although they would need a ranking system to work well.

We have booked KCVI as a rain date spot for the camps, and the community use regulations require that we be charged for use of the space at the rate of \$50 per day. We are only charged for the days that we actually use the space. We have also booked space at Winston Churchill Public School for the end of August when KCVI is not available. Dave asked for Board approval for this expenditure, and everyone agreed.

11. Meeting Adjourned 9:45 p.m.