

Minutes of KTC Board meeting
Tuesday, August 16, 2022
Zoom

Present: Tracey Corrigan, Bob Goddard, Isaac Jones, Donna Lounsbury, Taco Meuter, Nerissa Mulligan, Simon van der Plas, Jason Taylor, Alma Thayer (Chair), Gary Wilson (Secretary), Asia Zolnierczyk

Staff: Luke Webb, operations manager

Alma was delayed, Donna opened the meeting at 7:05.

Agenda approved.

Minutes of June 16 approved with correction.

CWG report

Bob reported Anglin has a few relatively minor things to complete but the clubhouse is functional.

President's report

After overcoming technical difficulties, Alma joined the meeting at 7:15. She welcomed Luke Webb to the meeting, saying he's a valuable resource for the Board and he should benefit from the discussion, which often has a bearing on his duties.

Alma's brief report acknowledged how busy all directors are, commended them for their tenacity and effort and encouraged them to stay the course.

Facilities and Infrastructure

Tracey described John Corrigan's many tasks improving the functionality of the clubhouse, for example creating a better hot water flow in the women's shower, installing shelving in the kiosk and lockers in the change rooms. She made the benches there more attractive by painting them.

Furnishings for the upstairs room that would be suitable for both campers and club members is next on the agenda.

Outside, it was noted there's a need to secure umbrellas to prevent them from being blown away and possibly injuring someone.

Gary began his report by raising the question of keeping the clubhouse clean. A vacuum cleaner has been purchased and has helped a lot. Tracey suggested perhaps professional cleaning at the

beginning of, mid- and end of season. One of our members owns a cleaning service and can provide us a quote.

Waste disposal is a continuing struggle, especially for Luke. Gary will try to enlist volunteers from among the members to help out. Encouraging members not to leave their waste at the club should get greater emphasis next year, for example by informing parents of campers that they should plan lunches so that leftovers can be returned home.

Other issues: another masonry company, Apex, will be contacted; Kiley has been too busy to send us an estimate for paving courts 1 and 7. The painters have confirmed we're on the list for early May.

Alma raised the issue of several members being impressed with the court installed at her home by Willa Henry, a member, and whether that type of court would be suitable the club. Willa will be asked to give Board members a chance to play on her court to assess its suitability for our club.

Treasurer

Taco reported total cost of the renovation is \$986,000, with furnishings adding a bit more. He's aiming to have about \$260,000 cash on hand at the end of the year. The cost of resurfacing courts 1 and 7 will determine how quickly we can repay our \$150,000 variable interest loan.

Next year's issues will include the effect of a competing club on our membership and camp registrations, hence revenue. Also, whether a software system can make financial reporting more streamlined and transparent.

Moved by Taco, seconded by Donna to revise camp fee policy:

(revisions to current policy are indicated in bold)

Camp fees are due at the time of registration. **Space will not be held for the registered camper(s) if fees have not been paid in full.**

Registration is non-refundable, except for medical reasons. Requests must be in writing and accompanied by a doctor's injury-specific letter. Refunds will be issued by cheque or e-transfer within two weeks from the date the refund was requested, and a \$35 administration fee will apply.

Transfers between weeks are permitted, space allowing. **However, last minute cancellation from camp (without 5-day prior notification) or no-show by the camper for the camp in which he/she is registered will result in forfeiture of the full camp fee. In this situation, transfer to another week will only be permitted with additional camp fee payment.** Carried.

Communications

Tracey emphasized the reference in her report to the club website. The committee is updating the site from campaign mode, working with Yoon, our SBS intern, who will make the changes. Tracey asked the directors to review the website for items that might be changed.

Programs

Isaac said that while enrollment in the Next Level program of the Noble Tennis School wasn't as strong as hoped for, especially at the beginning of the summer, it's still a new program and with promotion next year registration will be stronger.

On camps, the policy change regarding payment when registering has been addressed by Taco's motion. There was some discussion regarding camp staff.

Nerissa described the nearly completed survey that Programs intends to circulate among members to gauge satisfaction with KTC programming. Yoon is taking the lead with Nerissa help, especially with analysis.

Revenue from private lessons has declined because of the unavailability of courts 1 and 7 as well as delays in securing pros. Luke has a list on Google Drive that David started, which he'll share with Isaac.

Membership

Asia reported that volunteers have been recruited for the singles tournament beginning August 17. She suggested the tournament would be a good opportunity to reduce our clothing inventory at reduced prices.

She raised the possibility of an end-of-season social, possibly on Saturday, Oct. 3 during the KTC Cup. The committee will consider dates.

With the end of camps Sept. 2, the membership cap can be lifted.

Moved by Asia, seconded by Tracey that the cap on membership be lifted on September 1. Carried.

Governance

Bob reported on the Board Orientation manual. He, Andy and Gary are committed to producing a workable document that can be referred to by this year's and future prospective directors.

Regarding the need within the next three years to bring our by-laws into compliance with the Ontario Not-for-Profit Corporations Act, Bob said he expected help from the Queen's Business Law Clinic within that deadline.

Isaac has offered to consult with Bob on how our website might be used to securely store some of our documents.

Appointment of Nominating Committee

Moved by Bob, seconded by Tracey that the following people be appointed to the 2022 Nominating Committee: non-Board members Julie Hoffarth and Allan Johnston; and Board members Tracey Corrigan, Bob Goddard and Donna Lounsbury. Carried.

Next meeting: Wednesday, September 14.

Meeting adjourned at 9:00 p.m.