

**Kingston Tennis Club Executive Meeting**  
**October 22, 2015, 7 p.m.**  
**Paula's Home**

**Present:**

Lynne Hanson, Jocelyn Purdie, Paula Loh, David Stocks, Doug Bowie, Rick Donaldson, Flame Eadie, Isabelle Pollock, Ginette Blais, Tom Thayer, Sam Faris

**Regrets:** none

**Called to Order:** 7:14 p.m. (a group photograph was taken prior to the beginning of the meeting)

- 1. Approval of Agenda – on consent**
- 2. Introductions by executive board members - 7 new members, 4 incumbent members**
- 3. Appointment of Secretary**

Two people have expressed interest in serving as secretary (Chloe Wilson and Gord Hunter), but have not been elected to Board. Jocelyn moved, Rick seconded that Lynne serve as Secretary since she is already on the Board. One member suggested that we consider adding more members, was a procedural error to refuse at AGM. Query why one candidate did not run at AGM - Gord Hunter not able to be present at that time, Ginette did try to nominate but AGM Chair ruled against addition. One suggestion was to stick to by-laws at this point re Board, there are opportunities to contribute in other aspects of the club, such as new committees. Once we have amended the by-laws, these members can then look to next election of Exec. The general consensus is that we can always appoint at a future date if necessary.

Motion carried, unanimous.

- 4. Filling Board Vacancy- Lynne moved to table, Tom seconded, motion carried, unanimous.**
- 5. Designation of duties for members-at-large**

**Isabelle agreed to do Newsletters**

**Rick agreed to do Infrastructure; Doug agreed to assist**

**Ginette agreed to do Socials**

**Sam agreed to do Tournaments**

**Dave agreed to serve as Staffing Coordinator.** The Hiring Committee usually has 4 people. It meets in the winter and allocates tasks to place job postings, interview, and hire stewards, camp staff, and pros. Rick offered to continue to sit on the committee. One member asked whether we have a hiring policy in place. Bud Nelson has been working on an operations manual that covers many aspects of the club, very useful. One member observed that we are almost at the point of needing a Manager to become more efficient. Query as to who should hire the pros. All hiring decisions have previously been presented to the Board for approval and this will continue.

**Flame agreed to do Membership and registration.** We are exploring club software called “Jegysoft”; Bud, Paula and Taco Meuter had an online demonstration in March,

and Bud and Paula met with rep in October. This software does everything – membership database, members can sign up, pay on-line, can enroll their kids in camp, can do ladders, website posting, on-line court bookings, document storage. Quote is \$1500 set-up fee, then \$1500 annual fee for licensing. If they host our website, that will be an additional cost.

**Junior development – not filled** Programs like ladder, open house. Suggestion that we look to general membership to see if someone is interested in working on this. Pros could work on this, but not all pros are interested. Perhaps this could be something we look for when hiring.

**Flame agreed to chair Marketing & Fundraising** – promoting the club to the community. Could look for sponsors, post banners at club, advertising in newsletter. Many people have expressed interest in fundraising but we need someone on Board to Chair.

**Bud Nelson agreed to do IT, Paula agreed to do website** (may migrate over to Jegysoft)

**Jocelyn agreed to look into new by-laws, Governance; Ginette agreed to assist**

**Finance Committee – Members are Tom, Paula, Bill Cannon, Gord Lee and Eric Davies**

**Capital Project Committee – Current members Paula, Sam, Eric Davies, Cathy Jarvis, Andrew Grace, Taco Meuter** – One question is who is in charge of exploring options so that we can put a choice to the membership. There was some discussion as to whether CPC is tasked with considering all options or whether CPC's sole focus is the new clubhouse suggestion. The conclusion of the Board is that the membership voted to pursue the on site new clubhouse option at a Special General Meeting in 2012, so CPC's mandate is confined to this. The Committee will only advise on various options in cost, timing, financing, etc. for the new clubhouse at the KTC site, and the membership will have an opportunity to vote on these recommendations.

**Lynne moved, Tom seconded that a new Capital Project Committee be struck after the Special Meeting to discuss the project. 9 in favour, no opposed, one abstention, motion passed.**

## **6. Governance:**

- a) Procedure for recording minutes – don't need to attribute questions and concerns to speakers, will record movers, seconders, and vote.
- b) Re transfer of Treasurer's role – Taco Meuter has been helpful and cooperative, transition has been smooth, we are still awaiting website passwords and logins from him.
- c) Posting the minutes - We could post a hard copy, make them available via a log in on the tennis website, or send them on request. This process should be explored as part of the by-laws. In the interim, we will make them available on request. We will discuss confidential matters (such as employment decisions) in executive session and those minutes will not be made public.

7. **Board members' phone numbers** will not be displayed on website; emails only.
8. **Fall Cleanup Date:** Saturday November 14<sup>th</sup>, 10:00 a.m.

**9. Capital Project Report**

Construction drawings have been finalized, and we are going to ask for quotes on clubhouse construction from 5 general contractors. Isabelle declared a conflict of interest in the event of a decision on selection of builder, as her husband is one of the contractors tendering for the project. We will use these quotes to provide a sense of the cost at the Special Meeting. Four contractors have also been asked to provide quotes for the demolition of the old clubhouse, the new court and lights, and this amount will be added into the cost presented at the Special Meeting.

Realistically, the earliest date for the Special Meeting would be at the end of November. One suggestion was that we hold an on-line vote, perhaps a week after the meeting, to ensure high voter participation. The variance application is now finalized, as the date for challenges has passed.

One member of the Finance Committee has suggested that we raise the fees by 10% as a one-time increase to cover capital improvement and maintenance. Another member noted that some members are concerned about costs going up too much, but may not balk at a one-time fee. 3-d renderings would help to give members a sense of what the clubhouse will be like, but would cost \$3200. We agreed to ask for three interior views, and then ask what that would cost.

The designer is still owed \$9,500 for one expense, and would like to be paid \$5000 now since he has already done the work. This is not an additional cost. Jocelyn moved and Ginette seconded that we pay the \$ now. Motion passed unanimously.

10. **Next meeting date and location** – Jocelyn offered to host, Wednesday, Nov. 18
11. **Other business** – Members can bring parking passes back at fall clean-up.
12. **Meeting Adjourned** 10:24 p.m.