

MINUTES - KTC Executive Meeting
Tuesday, September 23, 2014, 7:00pm
40 Point Crescent (Chloe's home)

In attendance: Doug Bowie, Eric Davies, Rick Donaldson, Paula Loh, Taco Meuter, Bud Nelson, David Stocks, John Sylvester, Claire Tremblay, Chloe Wilson

Absent: Lesley Furter, Igor Kozin

1. Review/approve minutes of meeting from Tuesday, August 26, 2014

-Approved with amendment that Dave Stocks was present at the meeting

2. Junior Tournament - update (Paula)

-Paula reports that the parents and children were happy with the tournament. Having campers & group lesson attendees (non-members) participate improved experience. There were 12 players in the round robin category (6-10 yrs) and 16 in the competitive category (11-17 yrs)

-For next year we will considering shifting the date to the weekend before Labour Day as conflicts increase after Labour Day (such as hockey try-outs) and decrease participation.

-Proposal that we need proper mini-court markers (heavy rubber strips, non-adhesive) rather than using tape as we usually do

-Suggestion that we ask camp staff for feedback, suggestions for change, items that we should purchase. Better to do this in the fall than the spring while things are fresh in mind

3. Fundraising - James O'Reilly

-James O'Reilly decided he is not prepared to commit to this role

4. Finances - update (Taco)

-Taco updated on financials. **See Appendix A** for details

5. Infrastructure Project - update (Eric)

-**See Appendix B** for summary

-Eric will not be standing for next year's executive. He will remain as a member of the infrastructure subcommittee but not as the chair of the subcommittee. His upcoming professional commitments are too time consuming to give the new clubhouse project the attention it will require.

-Michael Preston drafted an initial contract that was only 3 pages. Still a work in progress, but Paula & Taco are close to having a signed contract with him.

- Preston clarified that he is prepared to do 3 “start from scratch” iterations. He will be providing full electronic drawings.
- Subcommittee should meet before the AGM to finalize design specifications for Preston
- Suggestion that we need an interior decorator. Eric has someone in mind who is \$75-90 per hour. Anticipates \$2,500 total. Paula suggests that Jim Ginn just married an interior decorator so might donate this service
- The Phase 1 Environmental Site Assessment is upcoming. This is for lenders to determine site environmental state prior to loaning money. Phase 1 is just research, no physical assessment. If research determines a physical test is necessary then a 2nd phase will occur. We don’t anticipate any environmental issues
- John Pelow, P. Eng, will be hired to conduct the Storm Water Brief (work by Pelow Engineering to be paid for by Eric as a donation to the club)
- We need to make sure Andrew Grace is working on the Trillium Grant application
- Proposal that we consider lighting courts 1, 7 and 8, as well as 2 and 3. We’ll be digging up these courts and could at least put in trenching for future electrical connections. Could meet resistance from neighbours. However we will be doing new technology lower, better lighting so it is worth exploring. Also consider wiring around the courts so that people can plug in ball machines. We have a lighting consultant doing a free assessment of our lighting options. We will also consider upgrading the lighting on 4,5 and 6 but need to work with the existing light poles for now as we will hopefully be widening the space between these courts (long range plan).
- Discussion around the line item of 100K being too low with everything we’re talking about doing (trenching for lighting, paving, moving hitting wall, moving/cutting trees, possibly having to repave/grade the entire court area of 1,7,8 - not just the new court in the middle)
- Suggestion to pull together survey info to provide to an asphalt company to get a quote on courts 1,7,8
- Discussion around court size. We will not be able to get to recommended width but should try to get as wide as possible. However Taco thinks that it will not look nice to have the courts closer to the street than clubhouse and it would limit green space. Decision to be made as part of the design selection process.
- Discussion around whether these design discussions should happen during regular Executive meetings or if the sub-committee should discuss and present options to the board.

6. AGM - report by nominating committee (Bud); proposed amendments to bylaws; provision of refreshments

- We have sent announcement emails asking for volunteers to run and haven’t heard back from anyone. Past the deadline now so nominations will have to take place at the AGM

Amendments to Bylaws: We want to avoid ambiguity in bylaws where people are able to interpret differently.

-Paula presented proposed changes (**see Appendix C**)

-Discussion around allowance of proxy voting at board meetings. Proxy voting gives the right to someone else to vote for you.

Motion that we approve the amendments as tabled

Seconded

Motion passed

-We allow proxy votes for AGM. We will have to make it clear to members that if motions are changed then their proxy votes don't apply

-Paula to talk to Lesley about refreshments as she is not present tonight

7. City of Kingston On-Street Parking Program - future plans (Paula)

-See https://www.cityofkingston.ca/documents/10180/5974800/EITP_A0614-14012.pdf/652b9703-bc40-41a9-9d40-f8d79d24b724 for City of Kingston Report

-Paula summarizes her meeting with the City & representatives from the Lawn Bowling Club. In May 2014 Area B (east of club) will become a pay for parking zone. We are concerned that Area B parkers will move outward into our zone (Area E) due to loss of free parking in Area B, potentially affecting our street parking. If there is a problem, we can apply for parking restrictions on our street, which is anticipated to be a two-month process. City staff proposed implementing street parking on Napier Street that would be free for up to 3 hours, with these restrictions to apply on weekdays during working hours.

8. Fall Cleanup - set date (last year's was on Sat. Nov 16); interim leaf bagging by a steward/volunteer?

-Proposed that interim leaf bagging could be used towards the volunteer education program hours (that allows 50% discount on certification process). Derrick (steward) is also interested in being paid for this work.

Date set for Saturday, November 15th at 10:00am.

9. Other Business

-Frontenac Public School has booked 5 courts from 11:30-2:30 on Wednesday, Oct 1st but will likely be finished by 2:00. Cost is \$5/student

-Rick suggests trying to fix 2nd pressure washer that isn't working. Will have Leon Garrett (local mechanic) look at it

-Dave spoke to Scott Environmental. They have a cleaning service for cleaning driveways etc. Dave Lavee is prepared to come to the club with his truck (own

water supply/heating/pressure washer) to do a test of his equipment and give us a quote for cleaning our surfaces. Dave is interested also to see what equipment he uses so that if his quote is too expensive for us we can have an idea of what equipment we should be buying for this application.

-We have received notice that a member will be raising at the AGM that there should always be a steward on duty for safety purposes. This is difficult for us as we hire students who, in September, are in school during the days. This member also would like the steward to be there to help with court cleaning (leaves/rain). Decided that we will be prepared to argue that it is not feasible for us to have full-time stewards in the fall at the AGM.

-Meeting adjourned at 9:45pm

-Next meeting at AGM Thursday October 9th at 7:30

Appendix A: Financial report as of Sept 30, 2014

Kingston Tennis Club				
Balance Sheet Prev Year Comparison				
As of September 30, 2014				
Accrual Basis	Sep 30, 14	Sep 30, 13	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
1015 - Royal Bank Chequing Account	6,715.60	6,268.61	446.99	7.1%
1017 - Tangerine - Ing Savings				
1017-01 - Tang - IP Reserves	71,492.50	0.00	71,492.50	100.0%
1017 - Tangerine - Ing Savings - Other	40,512.94	67,605.95	-27,093.01	-40.1%
Total 1017 - Tangerine - Ing Savings	112,005.44	67,605.95	44,399.49	65.7%
Total Chequing/Savings	118,721.04	73,874.56	44,846.48	60.7%
Accounts Receivable				
1300 - Accounts Receivable	2,100.00	2,120.00	-20.00	-0.9%
Total Accounts Receivable	2,100.00	2,120.00	-20.00	-0.9%
Other Current Assets				
1020 - Cash Register	152.00	151.00	1.00	0.7%
1450 - Prepaid Expenses				
1450-02 - Insurance	1,167.02	1,050.92	116.10	11.1%
1450-04 - Property Taxes	2,244.60	2,023.17	221.43	10.9%
1450-05 - Prepaid Repairs & Maint	293.96	489.57	-195.61	-40.0%
Total 1450 - Prepaid Expenses	3,705.58	3,563.66	141.92	4.0%
1499 - Undeposited Funds	365.80	192.00	173.80	90.5%
Total Other Current Assets	4,223.38	3,906.66	316.72	8.1%
Total Current Assets	125,044.42	79,901.22	45,143.20	56.5%
Fixed Assets				
2000 - Building	40,000.00	40,000.00	0.00	0.0%
2030 - Land	283,910.00	283,910.00	0.00	0.0%
2050 - Accumulated Depreciation	-40,000.00	-40,000.00	0.00	0.0%
Total Fixed Assets	283,910.00	283,910.00	0.00	0.0%
TOTAL ASSETS	408,954.42	363,811.22	45,143.20	12.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
3200 - Current Portion LT Debt	0.00	49,000.00	-49,000.00	-100.0%
3133 - Reg EoY Outstanding Cheques	4,525.14	4,824.28	-299.14	-6.2%
3190 - Payroll Liabilities	898.30	1,018.29	-119.99	-11.8%
Total Other Current Liabilities	5,423.44	54,842.57	-49,419.13	-90.1%
Total Current Liabilities	5,423.44	54,842.57	-49,419.13	-90.1%
Long Term Liabilities				
3501 - Contingent Liabilities	0.01	0.01	0.00	0.0%
Total Long Term Liabilities	0.01	0.01	0.00	0.0%
Total Liabilities	5,423.45	54,842.58	-49,419.13	-90.1%
Equity				
4900 - Retained Earnings	308,968.64	246,182.91	62,785.73	25.5%
Net Income	94,562.33	62,785.73	31,776.60	50.6%
Total Equity	403,530.97	308,968.64	94,562.33	30.6%
TOTAL LIABILITIES & EQUITY	408,954.42	363,811.22	45,143.20	12.4%

Kingston Tennis Club
Profit & Loss Prev Year Comparison
October 2013 through September 2014

Accrual Basis

	Oct '13 - Sep 14	Oct '12 - Sep 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
5010 - Donations				
5010-01 - Debenture Discount Donations	608.00	377.00	231.00	61.3%
5010-02 - Donations from Memberships	2,503.00	1,780.00	723.00	40.6%
5010-03 - Other Donations	1,625.70	0.00	1,625.70	100.0%
Total 5010 - Donations	4,736.70	2,157.00	2,579.70	119.6%
5020 - Guest Fees				
5020-01 - Court Rental	2,964.95	2,305.00	659.95	28.6%
5020-04 - Ball Machine Rental	212.50	0.00	212.50	100.0%
Total 5020 - Guest Fees	3,177.45	2,305.00	872.45	37.9%
5030 - Interest Income	898.58	587.43	311.15	53.0%
5040 - Junior Camp				
5040-01 - Full Day Camp	34,960.00	25,527.00	9,433.00	37.0%
5040-03 - Half Day Tennis Camp	38,610.00	30,826.00	7,784.00	25.3%
5040-04 - Camp Lunch	2,816.00	1,506.00	1,310.00	87.0%
5040-05 - Supervision	1,147.00	1,231.00	-84.00	-6.8%
5040-06 - Payment Errors	35.00	-5.00	40.00	800.0%
Total 5040 - Junior Camp	77,568.00	59,085.00	18,483.00	31.3%
5050 - Leagues	230.00	920.00	-690.00	-75.0%
5060 - Lessons				
5060-01 - Group	4,722.00	1,180.00	3,542.00	300.2%
5060-02 - Private / Semi-private	10,350.00	10,240.00	110.00	1.1%
5060-03 - Junior Development	3,907.00	3,511.00	396.00	11.3%
5060-05 - Shot of the Week	555.00	1,060.00	-505.00	-47.6%
5060-06 - Weekly Junior Tournament	1,185.00	2,145.00	-960.00	-44.8%
Total 5060 - Lessons	20,719.00	18,136.00	2,583.00	14.2%
5061 - Lesson Re-imbusement				
5061-01 - Group	-4,735.83	-2,006.50	-2,729.33	-136.0%
5061-02 - Private / Semi-private	-6,915.00	-6,255.00	-660.00	-10.6%
Total 5061 - Lesson Re-imbusement	-11,650.83	-8,261.50	-3,389.33	-41.0%
5070 - Membership Dues				
5070-01 - Adult Membership	50,940.00	46,625.00	4,315.00	9.3%
5070-02 - Couples Membership	27,425.00	27,415.00	10.00	0.0%
5070-03 - Family Membership	23,625.00	18,575.00	5,050.00	27.2%
5070-05 - Student Membership	8,175.00	8,505.00	-330.00	-3.9%
5070-06 - Debenture Discounts	-1,502.00	-1,250.00	-252.00	-20.2%
5070-07 - Pmt Errors, Misc	-350.00	0.00	-350.00	-100.0%
Total 5070 - Membership Dues	108,313.00	99,870.00	8,443.00	8.5%
5090 - Sales				
5090-01 - Clothing	120.00	240.00	-120.00	-50.0%
5090-02 - Drinks	754.25	913.50	-159.25	-17.4%
5090-03 - Food	356.00	403.00	-47.00	-11.7%
5090-04 - Tennis Balls	2,726.60	2,201.53	525.07	23.9%
5090-05 - Misc/Myst	-27.00	64.88	-91.88	-141.7%
5090 - Sales - Other	60.00	0.00	60.00	100.0%
Total 5090 - Sales	3,989.85	3,822.71	167.14	4.4%
5100 - Social Events				
5100-01 - Rogers Cup	170.00	-504.98	674.98	133.7%
5100 - Social Events - Other	1,260.00	1,157.00	103.00	8.9%
Total 5100 - Social Events	1,430.00	652.02	777.98	119.3%
5110 - Tournaments	2,636.00	1,575.00	1,061.00	67.4%
Total Income	212,047.75	180,848.66	31,199.09	17.3%
Gross Profit	212,047.75	180,848.66	31,199.09	17.3%
Expense				
7000 - Advertising/Publicity	1,381.39	1,924.95	-543.56	-28.2%
7020 - Canteen Expenses				
7020-01 - Drinks	389.22	384.64	4.58	1.2%
7020-02 - Food	227.52	330.83	-103.31	-31.2%
7020-04 - Tennis Balls Purchased	2,409.05	2,575.04	-165.98	-6.5%
7020-05 - Clothing	106.22	159.35	-53.13	-33.3%
Total 7020 - Canteen Expenses	3,132.02	3,449.86	-317.84	-9.2%
7040 - Insurance	2,217.95	2,101.85	116.10	5.5%
7050 - HST/GST Expense	17,158.35	14,693.82	2,464.53	16.8%

Kingston Tennis Club
Profit & Loss Prev Year Comparison
October 2013 through September 2014

Accrual Basis

	Oct '13 - Sep 14	Oct '12 - Sep 13	\$ Change	% Change
7060 - Interest Expense				
7060-01 - Debentures	1,000.00	3,000.00	-2,000.00	-66.7%
Total 7060 - Interest Expense	1,000.00	3,000.00	-2,000.00	-66.7%
7065 - Court Supplies - Teaching	654.80	2,097.31	-1,442.51	-68.8%
7070 - Junior Camp Expenses	7,428.18	7,034.52	393.66	5.6%
7090 - Office Supplies	2,319.79	2,870.21	-550.42	-19.2%
7100 - OTA Fees	1,545.00	1,545.00	0.00	0.0%
7110 - Property Tax	7,792.59	6,543.94	1,248.65	19.1%
7120 - Repairs & Maintenance	4,448.34	12,057.63	-7,609.29	-63.1%
7125 - Infrastructure Project	8,507.50	0.00	8,507.50	100.0%
7130 - Social Expenses				
7130-01 - Socials	1,052.21	1,053.69	-1.48	-0.1%
7130 - Social Expenses - Other	930.81	944.43	-13.62	-1.4%
Total 7130 - Social Expenses	1,983.02	1,998.12	-15.10	-0.8%
7140 - Telephone	1,153.78	1,152.15	1.63	0.1%
7160 - Tournament Expenses	2,105.99	1,754.01	351.98	20.0%
7170 - Utilities	2,818.54	2,366.78	451.76	19.1%
7190 - Transportation	231.25	346.90	-115.65	-33.3%
7200 - Payroll Expenses				
7200-01 - Junior Camp	22,830.40	22,823.78	6.62	0.0%
7200-02 - Stewards	24,070.56	24,101.02	-30.46	-0.1%
7200-04 - Group Lessons	720.50	1,667.00	-946.50	-56.8%
7200 - Payroll Expenses - Other	2,201.66	3,021.94	-820.28	-27.1%
Total 7200 - Payroll Expenses	49,823.12	51,613.74	-1,790.62	-3.5%
7500 - Bank Charges	601.42	649.15	-47.73	-7.4%
7520 - Credit Card Charges	1,182.79	882.89	319.80	37.1%
Total Expense	117,485.42	118,062.93	-577.51	-0.5%
Net Ordinary Income	94,562.33	62,785.73	31,776.60	50.6%
Net Income	94,562.33	62,785.73	31,776.60	50.6%

Appendix B: Infrastructure Sub-committee Report

KTC SUB-COMMITTEE REPORT TO BOARD –SEPT. 23, 2014 - BOARD MEETING

CHRONOLOGY OF NEXT STEPS FOR NEW CLUB HOUSE CONSTRUCTION – UPDATED AUG. 25, 2014

- 1. Decide on Architecture Firm and enter into Contract - Designer Selected Contract still to follow – Aug., 2014**
- 2. Work through iterations of Design - Sept., 2014 – Feb., 2015 – 6 Month Process**
- 3. Phase 1 Environmental Site Assessment (ESA) Study – Sept./Oct. 2014**
- 4. Geo-Tech Study - DBA Engineering or AME Environmental – Mar. 2015**
- 5. Storm Water “Brief” Study, Grading around new Building – Mar./Apr. 2015**
- 6. Underground Servicing Plans/Drawings – Mar. – June, 2015**
- 7. Completed Building Permit Ready Blueprints - Mar. 2015**
- 8. Special Meeting with Neighbours’ to show them the Design prior to the City’s circulation for the minor variance application - Feb. 2015**
- 9. Engage the Services of a Professional Urban Planner to aid us in the application and presentation to the City’s Committee of Adjustment Fotenn Planning Consultants – Margo Watson - Feb. 2015**
- 10. Once preliminary Design produced and shown to neighbour take it to City’s Committee of Adjustment for two “Minor Variances” to allow for
A) No parking spots on the Property Required
B) Reduction of the required façade set back from the current zoning of 41 ft. back from the street curb to only 22 ft. back from curb. - Mar. or Apr. 2015**
- 11. Special Meeting with Membership to sell/win their approval of Design Once Variance Committee has ruled on the new allowable set backs.
Apr. – May 2015**
- 12. Solicit bids from 3 or 4 “pre-qualified” residential or non-unionized commercial builders
True Haven Homes, Ian Moffat
John Maas Homes, Bill Moss**

Selkirk Homes, James Selkirk
 Garofalo Bros. Construction Ltd., Vince Garofalo
 Anglin Group Ltd., Bill Anglin
June 2015 – July 2015

13. Select and enter into Building Contract with Builder
Aug. 2015

14. Commence Construction in the fall for spring completion - **Oct. 1, 2015**

15. Grand Opening in Spring 2016 - **Apr. – May, 2016**

**SEPT. 22, 2014 - BUDGET NEW CLUB HOUSE & ADDITIONAL
 INFRASTRUCTURE**

COST CATEGORY	BUDGET	FUNDING
Demolition Cost of Existing Club House & Designated Substance Survey	\$12,000	KTC
Archeological Survey	\$2,857	KTC
Planning Consultant to help with Minor Variance Application & Application Fee	\$2,500	KTC
Storm Water Brief –Pelow Engineering	\$0	KTC
Underground Servicing Drawings/Plans & Grading Plans –Pelow Engineering	\$0	KTC
Boundary Surveying Plan – Les Higginson – Contra 5 year couples membership	Contra	KTC
City of Kingston Development Charges, Impost Fees & Building Permits	\$35,440	KTC
Geo-Technical Study – Soil Integrity in order to support a structure	\$3,500	KTC
Phase 1 Environmental Site Assessment – ESA	\$2,500	KTC
Fee to Accounting Firm to Audit/Review Club’s Financial Statements for past 5 yrs.	\$8,000	KTC
Independent Quantity Surveyor	\$1,500	KTC
Legal Fees for Registration of Mortgage	\$1,000	KTC
Designer – Michael Preston, Incl. Electrical & Mechanical consultants	\$30,000	KTC
Architect’s (Sandy Wilson) Review of Preston’s Drawings	\$2,500	KTC
Interior Designer - Flooring & Paint Colour Selections	\$2,500	KTC
<i>Sub-Total of Soft Costs</i>	<i>\$104,297</i>	KTC – 10% Contribution
New Club House Hard Cost Construction (4,000 sq. ft. @ \$200 per sq. ft.)	\$800,000	Infra. Ontario
Hard Cost Contingency @ 5%	\$40,000	Infra. Ontario
<i>Sub-Total of Club House Hard & Soft Cost</i>	<i>\$944,297</i>	
Court 8 Construction & Widening/ Repainting of other Courts to meet ITF Dimensions	\$100,000	Trillium or Infra. Ont.
Extra Court Lighting to light another 2 courts, Courts 2 & 3	\$35,000	Trillium or Intra. Ont.
<i>Sub-Total of Extra Infrastructure Items in addition to Clubhouse</i>	<i>\$135,000</i>	
GRAND TOTALS FULL WISH LIST	\$1,079,297	

Appendix C: Proposed By-law Amendments

Bylaw Amendments

Effective Date	Description of Change
October 9, 2014	<ol style="list-style-type: none"><li data-bbox="540 432 1305 499">1. Modified section 1.01 Definitions to add a definition for "Question"<li data-bbox="540 548 1336 653">2. Amended section 4.07 Representatives of Full Members to provide clarification that questions proposed and voted on at the same meeting cannot be voted on by proxy.<li data-bbox="540 701 1292 848">3. Amended section 4.10 Show of Hands to provide clarification that section 5.08 follows the procedure as outlined in section 4.10. That is, that executive board meetings are also considered to be meetings of members.<li data-bbox="540 896 1289 1043">4. Amended section 5.08 Votes To Govern to provide clarification that this section refers back to the method as outlined in sections 4.09 and 4.10 and that proxy voting cannot be used at board meetings.

New text:

1.01 DEFINITIONS

"*Question*" is a valid motion that has been properly proposed and formulated in accordance with the by-laws and, where the by-laws are not explicit, in accordance with implicitly accepted practices, i.e., "Robert's Rules of Order".

4.07 REPRESENTATIVES OF FULL MEMBERS.

A proxy representative, him/her-self a Full member, may attend and act on behalf of another Full Member at meetings of Members by providing the chair of the meeting with evidence of his/her authority to do so. This person shall be the qualified representative of such Full Member at any meeting of Members. A proxy shall be signed on behalf of the Full Member, shall be in such form as the chair of the meeting may accept as sufficient and shall be deposited with the Board

before any vote is passed under its authority. Questions proposed and voted on at the same meeting are voted on by Full Members present in person, not by proxy.

4.10 SHOW OF HANDS.

At all meetings of Members, including board meetings, every question shall be

decided by a show of hands unless a poll thereon be required by the chair or be demanded by (the qualified representative of) any Full Member. ...

5.08 VOTES TO GOVERN.

Proxy voting cannot be used at board meetings. At all meetings of the Board every question shall be decided by a majority of the votes cast on the question (see 4.09; 4.10) and in the case of an equality of votes the chair shall cast the deciding vote. The chair only votes in the case of an equality of votes.

