

**MINUTES - KTC Executive Meeting**  
**Wednesday, January 7, 2015, 7:00pm**  
1231 Johnson Street (Claire's home)

**1. Group photograph - to include new board member, Isabelle Pollock**

2. Review/approve minutes of board meeting from Tuesday, November 25, 2014  
Approved as amended.

**3. AGM Quorum Discussion - current status; agenda item for spring general meeting regarding clubhouse design presentation**

There was an email chain started by Mike Byrne regarding the supposed lack of quorum at the AGM. This was discussed at the last executive meeting. Paula has committed to discussing this at the Spring General Meeting.

Decided to include at the Spring General Meeting agenda a discussion around how to increase AGM attendance.

**4. Review/approve minutes of Special Meeting from November 14, 2012**

Motion (Bud): Minutes approved with one correction: Acreage of KTC to be changed from 1.1 to 1.5 acres.

Motion passed

Paula will send corrected minutes to the membership (they need to be sent before the Spring General Meeting).

**5. Rates for membership, lessons & camps - Consider implementing a policy to have regular rate increases at annual intervals; currently it is done ad-hoc and any discussion is often avoided**

Paula would like to see more structure to the process for increasing rates. She believes there is too much opinion-based decision making each year.

Motion (Chloe): To discuss and decide on the membership rate increase each year

Motion passed

Motion (Bud): That we don't increase rates next year. Motion defeated

Taco believes that we do not need to increase rates this year in order to cover operating costs this year. However, there is a suggestion that we increase it a small amount this year to hedge against the possibility that the new clubhouse will not increase the revenues as much as projected to prevent requiring a large increase in rate all at once that would be required if that happened. If

we don't end up needing higher rates to cover operating costs once the new clubhouse is up and running then we can level out rate increases at that point.

Motion (Bud): That we increase the adult rates for 2015 (and every other rate proportionally) by \$5.

Motion passed

Motion (Taco): Camp rates stay will remain the same as 2014 in 2015.

Motion defeated

Prior to voting on this motion, we discussed the camp instructors/director payments to help determine if camp and lesson rates should stay the same (See below).

Motion (Taco): Camp rates will increase by \$5 (Full day to \$245 from \$240, half day also increases \$5)

Motion passed

We will consider putting some of the extra money towards a more professional sunscreen tent (last year we put up a crude tarp).

We will discuss lesson rates at a later date

**[2014 membership rates increased by an average of 3.75%, the first rate increase in 4 years; 2014 camp rates increased by \$20 for full-day/\$10 for half-day campers. Lesson fees remained the same and were last increased in 2012.]**

Motion (Isabelle): Instructors will be paid \$13.50/hr in 2015 and recommended \$14/hr in 2016 and director will be increased to \$19.50/hr in 2015 and a recommended rate of \$20/hr in 2016.

Motion passed

## **6. Staffing for 2015 season (Dave) - job postings; dates for interviews; composition of hiring committee**

Primary staffing concerns are stewards, a tennis professional and a camp director.

Claire to put a job posting on the Queen's system for stewards. Pro job listing will be posted through the OTA and TPA.

Camp Director: We will have to advertise for this position as it is unknown if Alrich will resume the position. Clare Webb and Isaac Jones have also expressed interest. We will encourage applications from all instructors.

The hiring committee will be made up of David, Paula, Claire and Rick. Paula will not necessarily participate in interviews. Bud will be an alternate.

Taco to set up an email address specifically for applications: “jobs@kingstontennisclub.com”

**7. Spring Membership Mailing - set early-bird application date; set date for board meeting/spring mailing session**

Friday April 3<sup>rd</sup> – early-bird application date

Board meeting/spring meeting – March 4<sup>th</sup>. Paula won't be in town for this so Dave will be chairing. Dave will host as well.

Isabelle will have the spring newsletter ready a week before March 4<sup>th</sup>. She will also do a short winter newsletter prior to that. She will consider having some information on the clubhouse project to share with members in the newsletters.

**8. Infrastructure committee report (Paula)**

See report in Appendix A

We will present a detailed proposal (design and cost) to the membership at the Spring General meeting. The membership will have a chance at that point to approve the project.

**9. Trillium Grant status (Paula)**

See report in Appendix B

**10. Queen's Marketing Students' Project**

A group of Queen's University students worked with Paula to complete a marketing report on the KTC as a class project and submitted it to us recently.

The project had a few useful comments (such as encouraging Queen's students to play earlier in the summer or considering running intramurals in the fall) but otherwise it appeared they didn't put too much work into it.

**11. Set next meeting date and location - proposed date of Wednesday, February 4 (Bud will host).**

Agreed upon this date/location

**12. Other business**

Auditors will issue their report to Taco. Only minor changes required by Taco.

**Meeting adjourned at 10:25**

## Appendix A

### **Report on Infrastructure Project by Paula Loh to the KTC Executive January 7, 2015**

#### **Infrastructure Work**

KTC member, Mark Nelligan, an estimator with Santin Masonry, has agreed to source quotes for the infrastructure aspects of our project. A meeting was held with him on December 1, 2014 (with Eric Davies, Rick Donaldson, Paula Loh, and Taco Meuter also in attendance) to review requirements and supply source documents to Mark.

Mark put together an information package which was given by Rick to 4 general contractors (Cruickshank, Len Corcoran, Morven, Doornekamp) during a site visit on December 5, 2014. We expect to receive budget quotes by mid-January.

#### **Design**

December 8, 2014 - Taco and Paula met with designer, Mike Preston

December 11, 2014 - Meeting of the infrastructure committee to receive preliminary design presentation by Mike Preston

Next Steps - Mike Preston will approach the LLBO re. licensing requirements, based on the preliminary floor plan. Feedback from members is that having beer and wine available is a priority for many, so we should find out now if our layout meets their requirements and, if not, whether it is possible to modify it.

Next Steps - We need someone to work out the specs for the F&B aspects: type of food & drinks to offer, the equipment then needed, the potential cost (new & second-hand), and the layout of the two food areas. Paula has spoken with Louise Stalker who owns The Common Market, a coffee shop downtown, for her recommendations on equipment and menu items. Suggestion was made at the committee meeting to ask Louise if she could look after the F&B planning aspects. Paula will ask her.

December 17, 2014 - Meeting of the infrastructure committee to review/discuss preliminary design presentation of the previous week. Overall, committee members are content with the layout, with some minor amendments suggested. Mike is starting to work on the exterior "look."

Design Concerns - Taco distributed a list of concerns to the committee that he has with regard to the current design. He has many concerns, of varying levels of importance. The committee will review them to determine which ones are agreed should be brought to Mike's attention. To be discussed at the next committee meeting.

Quotes for Planning Consultant - Eric has received one quote so far, from Greg Newman of McIntosh Perry Engineering. Greg has suggested that we may have to consider applying for a

zoning bylaw amendment, as he doesn't think that we will be granted a variance to have zero parking spots on site. His quote is \$6,300 if this is done. Eric will obtain further details from Greg, and the opinion of other professionals.

December 19, 2014 - Taco and Paula met with Mike Preston to convey feedback by the committee. Mike will incorporate suggestions over the holiday break.

## Appendix B

### UPDATE - Ontario Trillium Fund KTC Infrastructure Committee Meeting December 11, 2014

December 2, 2014 - Paula talked to Stephanie Atwood, our regional representative for OTF.

Stephanie doesn't know details of the restructuring beyond what is on their website; suggests that we watch the website for details, as that will probably be when she finds out, too. She hopes information will be released early in the New Year. The website states that deadlines for new application dates will be announced in spring 2015 and that the eligibility criteria for each of their new Investment Streams will not be posted until the spring of 2015 when application forms are ready.

She doesn't know when the summer application date will be or how long processing will be. Currently processing takes 4-1/2 to 5 months, and they (the people in the field) have been asking for several changes, including a shorter processing time, so she is hoping that that is being addressed. She cannot control how quickly our individual application will be processed. ie. there is no fast track; all applications are processed simultaneously.

All future enquiries have to be directed to a Service Centre at 1-800-263-2887. General and specific questions can be asked over the phone through the call centre. Local Program Managers will not meet with us to review a draft, etc. and will be spending their time with organizations after they receive a grant.

Press releases may be viewed at <http://www.otf.ca/community-impact/media-releases>

Information from the OTF website:

**They now have 4 grant categories:**

1. Seed Grants: Supporting projects at the idea or conceptual stage to achieve a **Priority Outcome**

Activities funded include:

- Conducting new research or feasibility studies
- Testing new approaches
- Hosting discussions about emerging issues or new opportunities
- Developing a new idea
- Launching a new event
- Convening people together

AMOUNT: From \$5,000 to \$75,000

TERM: Up to 1 year

2. Grow Grants: Building on the success of a proven model or program (grants support the evidence-based development of activities to achieve a **Priority Outcome**)

Activities funded include:

- Replicating, adapting or scaling a proven model
- Piloting or demonstrating a tested model

AMOUNT: From \$50,000 to \$250,000 per year

TERM: 2 to 3 years

3. Capital Grants: Broadening access, improving community spaces, and promote energy efficiency to achieve a **Priority Outcome**

Activities funded include:

- Buying and installing equipment
- Doing renovations, installations and repairs
- Building structures or spaces
- Making better use of technological resources

AMOUNT: From \$5,000 to \$150,000

TERM: Up to 1 year

4. Collective Impact Grants: Bringing about fundamental change with collective action (grants support collective strategy and transformative action in partnership with the Foundation to tackle complex community issues and achieve a lasting change in at least one **Priority Outcome**)

Collective Impact grants require the co-creation or co-design of solutions, the development of evaluation strategies and shared measurement, in possible addition to professional facilitation, convening and research.

AMOUNT: Up to \$500,000 per year

TERM: 3 to 5 years

### **OTF Priority Outcomes that pertain to the KTC:**

Higher quality sports programming & infrastructure to support physical activity

- Quality sports programs build participation for life. They rely on trained coaches and officials, safe spaces and positive approaches to play.

More people become physically active

- More people incorporate regular physical activity into their daily lives and have access to the right spaces and facilities.

