Minutes of KTC Board meeting
Wednesday June 15, 2022
Zoom

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

Regrets: Jason Taylor

Alma opened the meeting at 7:05.

May 31 e-vote motion proposed by Taco, seconded by Gary and supported by Alma and Donna: to increase the membership cap to 540. Carried.

Agenda approved.

President's report

Alma praised the work of Board members, in particular Tracey and volunteer John Corrigan in working to outfit clubhouse. She also encouraged committee chairs to submit reports to give adequate time for reviewing them.

Doug Bowie update.

Much of the exterior and interior work has been nearly completed and within budget estimates. Discussion about how to combine ceiling lights and fans.

Good news that flooring has arrived and installation over next 10 days or so should allow for work on installing cabinets and plumbing fixtures to be completed in time for July 9 Gala. For the event to proceed, though, an occupancy permit from a city inspector is necessary.

Minutes from June 23 approved.

Donna update on Fundraising and Doner Wall

Nearing a total of $200,000 donated and hope to reach that amount by July 9. Regarding doner wall, Donna, Tracey and Suzanne are meeting with the person building it and his designer. Text and doner names are approved.

Committee reports

Facilities and Infrastructure

Gary reported:

- Tracey and John Corrigan and Luke refurbished both large and small bleachers

- search for new bike racks should soon be successful

- city still refuses to pick up our garbage because the clubhouse doesn't have a residential unit, but since we pay waste disposal tax it's possible they'll change their mind

- search for mason to repair hitting wall continues

Finance committee (report attached)

Taco reported about $600K in cash on hand and on track for having $300K at the end of September. Nearly at amended membership cap of 540, and not expecting many new campers.

Communications

Tracey reported Luke is reviewing the KTC website to ensure it's current, and Asia is updating items in the news part of website. Tracey reminded directors to notify her of any changes that should be made to the website.

There'll be a special notice about the Gala sent out soon.

Programs (report attached)

Isaac led a discussion about Tony Roth's relationship with the KTC. It was decided to give more consideration to the issue.
Membership (report attached)

Asia raised the question of whether the clubhouse would be ready to hold the Gala on July. It was decided the membership committee would consult with Doug about earlier completion date but also consider later dates if we don't get an occupancy certificate from the City.

Pilar will probably have to be replaced as a steward. Should be able to find one through word of mouth.

Players in mixed doubles will be reminded to bring water with them.

Governance (report attached)

Bob questioned whether issues of cloud storage should be a Governance committee responsibility, perhaps better handled by a special committee. Donna suggested maybe like replacing Jegysoft this issue should also be put on hold till next year.

Motion 1:
In recognition of the Doug Bowie's many years of voluntary service and unparalleled contribution, from which KTC has greatly benefited, that Doug Bowie be granted a lifetime membership, free of charge, commencing in 2023.

Moved by Bob, seconded by Gary. Carried.

Motion 2:
That KTC establish an "Outstanding Service Award", which would be awarded periodically in recognition of a member's exceptional contribution, over many years, for which the club has greatly benefitted. This is not an annual award. It is to be granted only when the board determines a member's record of contribution so warrants.

Moved by Bob, seconded by Tracey. Carried.

Motion 3:

That Doug Bowie be the first recipient of the KTC Outstanding Service Award.

Moved by Bob, seconded by Taco. Carried.

Next meeting July 13.

Meeting adjourned at 8:59.

KTC - FINANCE COMMITTEE REPORT – June 15, 2022

Committee members: Taco Meuter (chair), Donna Lounsbury, Alma Thayer, Simon van der Plas

Borrowing

With the mortgage drawdowns maximized, each month we are now paying $1691 on the fixed mortgage in P&I, and $500 in principal on the variable mortgage. In addition, this first month we paid $194.30 in interest on the variable mortgage.

Cash Position

Cash and equivalents at June 14, 2022 were at $601K (including $50K in trust for construction holdbacks). We are paying constructions invoices at the end of this month, reducing cash by $60K. Further construction payables are about $170K. We are still waiting for the $28K HST refund for the past quarter (being temporarily held up by CRA – have called them about it). Still waiting for quotes from pavers.

Memberships and Camps.

We increased the temporary cap on new memberships to 540. Membership is now at 532: 203 Adult; 136 Couple; 160 Family; 33 Junior and Student. With respect to camps, 16 out of 27 sessions are already full. Out of 180 full day spots there are no spots left; out of 144 morning spots there are 2 left (week 3 and 5); out of 144 afternoon spots, there are 66 left: only week 3 is full, but all other weeks each have 6-13 spots left. Only three afternoon camps were sold in the past month.

Fee Type	Jan 1-June 13, 2022	Jan 1-June 13, 2021
Membership	$146,195.00	$125,755.00
Junior Camp	$85,851.67	$63,257.00
Junior Programs	$5,093.00	
Adult Programs	$5,245.00	
POS & Pro Shop	$4,176.00	$2,555.50
Guest Fee	$760.00	$135.00
Private Lessons	$776.05	$140.00
Donation	$3,022.00	$2,840.00
Total:	**$251,118.72**	**$194,682.50**

Programs Committee Report: June 15, 2022

Mixed-Doubles Tournament:

- Arjun (with Asia and JF Thibault) have everything in place for this weekend's tournament with 27 teams are now entered into the event.
- The final draw will be printed tomorrow, with games starting tomorrow night. The participants have been sent a communication on Wednesday advising them for times for their first matches. Food has been ordered from Juniper for participants.

Camps:

- KTC camp staff training:
    - June 19th from 10 AM – 1pm and June 29th from 9 AM –11 AM
    - Goals: Refresh teaching skills and get to know each other
    - All instructors are welcome to join a junior group class on June 19th from 1:30 – 3 PM
- The Next Level Camp (KCCE) will always have a volunteer to assist Arjun; for back up and safety reasons.

Lessons:

- No assigned head pro but David, Tristan, Isaac and to a lesser extent Tony will share the load.
- Lessons will be restricted to KTC members for now.

Court usage:

- Lessons will only be permitted on one court until all courts are available. When all courts are available, lessons will be available on two courts.
- Possibly one court when camps are in session – this is to be reviewed based on court usage patterns.
- Lessons are not to overlap with NTS programming
- Camps are on track to use only 3 courts at a time because half the kids will be at Winston Churchill field at any given time.

Summer Student (Yoon):

- Yoon will assist at the mixed doubles tournament, engaging with the membership and documenting the highlights on the KTC's social media channels.
- Jegysoft data was not easy to work with. As a result, the Queen's student group was not able to use it for their project. The did, however, spend some time organizing the data – Yoon will analyze this.
- Yoon will also begin working on a clothing order and assist with a Trillium Grant Application.

Membership report

Membership Committee Report

Committee Meeting Date: No meetings since the last board meeting
Committee members: Asia, Isaac, Simon
Summary of Committee activities and discussion:

1. **Grand Opening of the New Clubhouse + Ontario Trillium Foundation Recognition event**

**Most of the planning has been covered in the previous reports. Below area few more updates with the event:

- The patio lights have been delivered – we have two 100' foot lengths which should be plenty to give us the twinkle & lighting we need without having to put the court 2 & 3 lights on
- We have ordered and picked up 10 – 70" black round table cloths, 10 – 90" black round table cloths and 6 rectangular tablecloths.
- Centerpieces for tables are completed
- Ginette updated our rental order to accommodate our food changes (need dinner & dessert plates, cutlery, coffee mugs, chafing dishes, etc.)
- Ginette is also going to lend us her vintage coffee urn for the evening
- Lynne Hanson had to cancel (she and her kids have a band) so in the end, John McFarlane is the only musician who is confirmed to play and he has agreed to play as guests are arriving
- Anna Sudac has been hired to deejay for the evening – she will start the dinner music after John plays and will play après dinner dance music until 11pm
- We are ordering a custom cake that is Wimbledon inspired (with Chantilly cream and fresh strawberries)
- We have hired Lori Muller of Two Hands for Your Events; she will help with food service, cleanup, welcoming guests, whatever we need. Stewards will also be assisting with the event.

2. **Merchandise**

- Ordered 347 t-shirts (cost $7 plus tax per shirt with the three-colour print) – locally sourced from Primetime Custom.
- Stewards shirts have been ordered and delivered (dry-fit polo shirts at $19 plus tax per shirt)
- Need to order camp counsellor shirts (still waiting from Rishi for shirt sizes)
- Will start working on some new merchandise ideas with our summer intern and will get Yoon to create surveys to see what items and brands the members would like. Will keep in mind to find ethically made products.
- Medals for mixed tournament have been ordered and completed at Kingston Trophy House, final cost is $15 (including tax) per medal.

3. **Stewards**
   - Luke has asked if we can hire another steward. Pilar is not able to work many hours (if any). Rishi will be busy with camps as camp director. We are down to Luke and Neha as our stewards.

4. **Mixed Doubles Tournament**
   - 27 teams have registered
   - Sandwiches from Juniper Café instead of a BBQ; will bring back the BBQ once the clubhouse is completed.
   - Yoon, our summer intern, will be helping Arjun and JF run the tournament. Stewards will be serving the food (any additional help during lunch hour on Saturday to distribute the food would be helpful).

Governance report

Kingston Tennis Club Committee Report

Date: June 13, 2022

Committee name: Governance Committee

Committee members: Bob Goddard, Gary Wilson, Andy Bickle

Board Meeting Date: June 15, 2022

Committee Meeting Date: June 12, 2022 (Gary and Andy)

Summary of committee activities and discussion (since last Board meeting):

Here is an update regarding the five priority projects taken on by Governance Committee for this year.

1. Complete a board member orientation document, covering governance and operational issues.

   Gary and Andy met on Sunday (June 12) and discussed the best way to organize and revise the existing draft. In approaching this task there will be a distinction between "need to know" information, and "nice to know" information (much of which will be hyperlinked to the main document).

   A good example of "need to know" is the legalities involved with being a director of an incorporated club like the KTC, thus being aware of the Ontario Not-for-Profit Corporations Act, 2010 and how, with reference to this Act, we create by-laws for managing the club. "Nice to know" would include items like the history of the club.

2. Reconcile KTC bylaws with new *Ontario Non-Profit Corporation Act (ONCA)*.

   We have entered into a retainer agreement with the Queen's Business Law Clinic (QBLC) for the following purposes:

- Attending to the appropriate corporate steps of the Client in order to bring the Client and its corporate documents in compliance with the Ontario *Not-for-Profit Corporations Act*;
- Advising as to the drafting of certain by-law provisions for the Client; and,
- Advising as to the relevant differences between the Ontario *Corporations Act* and the Ontario *Not-for-Profit Corporations Act*.

The QBLC student for the 2021-2022 winter term provided the Governance Committee Chair with a memo, setting out changes that will be necessary to for KTC to comply with the new Act. A second memo, more specific to our needs, will be prepared by QBLC in the summer.

I have been contacted by the summer student, Melanie. We agreed that, although she will commence work on the second memo, her meeting with our committee will wait until July. Prior to that meeting, the Governance Committee will have a discussion focused on the issue of which, if any, other bylaw should be considered for modification.

3. Work with the infrastructure committee on using cloud storage to preserve key documents, past and future.

   As was commented in the May report, the committee is coming to understand that this task is broader than storage needs. What the club really needs is a data management system. Further in this direction, it is the chair's opinion that this project does not naturally reside in the domain of the Governance Committee. In July, there will be a proposal create a new and temporary committee, tasked with modernizing the KTC data storage system and integrating its functioning with our website.

4. Ensure compliance with good hiring procedures, health and safety requirements and abuse and harassment policies etc.

   Our committee needs to better familiarize ourselves with what is already in place at KTC (in the realms of employment practices, health, and safety, etc.). Then we will consider if there are gaps that need to be addressed, and how to do so. Regrettably, we have found no time for this matter since the May report.

5. Succession planning.

   Gary suggested, and I agree, that our recruiting efforts should commence earlier this year, given that as many as six board members are leaving at the end of this season. Gary furthermore suggested, and I agree, that at the July meeting of the board we propose appointing the nominating committee members. To bolster these efforts, we suggest publicizing the search for board members in a July edition of the newsletter (two months earlier than we advertised the need for directors last year).

<u>Additional Issues.</u>

Please see the separate document entitled KTC award motion

Top Priorities for 2022:

See above.

Planned events (if any) for 2022: None.

Written motions or decisions to be considered by Board at this time: None.