Minutes of KTC Executive Meeting
Sept. 8, 2021, 7:00 p.m.
Zoom

Present: Doug Bowie, Bob Goddard, Arsalan Ijaz, Taco Meuter, Nerissa Mulligan, Alma Thayer, Gary Wilson (Secretary); Julie Hoffarth joined at 7:35 p.m.

Regrets: Donna Lounsbury, Jason Taylor

Chaired by: Alma Thayer: Meeting opened at 7:05 p.m.

1. **Agenda approved** with additions:

    a. Elaine Van Melle request about the planned wedding reception in her backyard at the foot of courts 4 and 5.
    b. Yaoting re lessons during peak court bookings
    c. Need for vaccine passport to play at KTC?

2. **Aug. 3 minutes** approved.

3. **Clubhouse and Courts Project**

    a. Project update: Committee of adjustment has approved our request for a minor variance to accommodate design of clubhouse. Ray Zaback has submitted building plans to city for permit. Still some details to finalize: probably won't replace roofing shingles; location for secure containers for garbage and recycling; type of risers for stairs to upper deck.

    b. Update on Fundraising: important to remind people who have pledged money to use the Donate button on our website to transfer an amount to our fundraising campaign. Of the nearly $161,000 pledged about $90,000 has been received.

    c. Bank Loan Report: Scotiabank has approved fixed and floating amounts of our loan and is awaiting our agreement.

    d. Rachel is assembling documents for our application to the Ontario Trillium Foundation for a grant to support our club renovation. Alma and Julie met with an OTF coach who emphasized the importance of listing our activities that benefit the community, for example, Try/Learn/Play for elementary pupils and summer tennis camps.

4. **Tennis Clubs of Canada indoor facility**

Gary led a discussion about what our relationship with the proposed indoor tennis club should be. Since a major responsibility of the Board is the welfare of the KTC, it was felt we must be cautious in how we support what is considered to be an appealing development for tennis in the Kingston area.

5. **John Corrigan's Proposal**

Alma will follow up with John Corrigan to say the Board agrees with his proposal to rent the clubhouse deck and adjacent courts to reprise his one person show, Off My Block, sometime in September.

6. **Annual General Meeting**

a. With the by-law change at the 2020 AGM to staggered elections, the Board decided Group A (president, secretary, four directors) would be elected for one year, and Group B (vice-president, treasurer, four directors) for two.

b. The Nominating committee was appointed: Alma, Gary, Julie from the Board and Miriam Sayeed and Gill Turnbull as non-members.

c. The date of the AGM by Zoom was set for Wednesday, Nov. 17 at 7:00 p.m.

7. Committee Reports

a. Programs: Arsalan reported programs are finished for year. Men's and Women's singles tournament is this weekend and Junior's tournament is Saturday, September 18.

Queen's Tennis are booking non-peak times. All of their participants – about 25 to 30 men and women – have joined the club as fall members.

b. Membership (attached)

c. Finance & Treasurer's Report (attached)

Taco and Alma will meet with our bookkeeper to standardize reporting of financial activities to Treasurer.

d. Facilities & Infrastructure (attached)

Hitting wall will be repaired in spring 2022?

Clubhouse has to be emptied of all moveable things before construction begins, probably soon after Thanksgiving on Oct. 11. Will have to arrange for storage for things we wish to keep.

8. **Other business**

    a. Elaine van Melle, a neighbour on Hill Street, is hosting her daughter's wedding in her backyard Oct. 15 and would like us to stop play on the back courts at 3 p.m. but leave the lights on. Agreed.

    b. Regarding Yaoting's query, Arsalan will look into the issue of booking lessons during peak hours (weekdays 4:30-7:30).

    c. A member would like the club to require proof of vaccination before admittance to the courts but since the Health Unit is not adopting this measure for outdoor activities we won't either.

9. **Next meeting:** Wednesday, Oct.6.

10. **Adjournment** at 9:05.

Kingston Tennis Club Committee Report

Date: September 8, 2021
Committee name: Membership
Committee members: Arsalan, Viki, Peta, Yaoting, Al, Ceren, Bud, Scott, Julie

Board Meeting Date: September 8, 2021
Committee Meeting Date(s): ongoing (Arsalan and Julie)

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

1: Membership Growth and Development MGD- Arsalan, Viki, Isaac, Ceren, Bud, add Nerissa, Julie

Rachel will continue to work adhoc for grant application, Ceren overseeing and contributing edit. Isaac very engaged in doubles video story, and tennis tips – now posted! – great tennis community messaging!

2: KTC Doubles Tournament – 18 Men, 20 Women teams –same format for this season, lunch social. Well received. A great atmosphere of fun competitive spirit, add fundraising, and perfect for creating the documentary of tennis community and tournament landscape(thanks to Isaac and Ben!)

3: KTC Singles Tournament (Sept 9, 10, 11, 12) and **Junior Tournament** (18th) plans are underway for September

3: Court usage – Gary and I have meeting with Jeff Downie in Fall to continue the conversation of courts in Kingston, community engagement – tba. As well, a good conversation with Glenn V. St Lawrence – good idea of reciprocity of Belleville clay courts could be a good mix and provide added interest for our members. The idea of staying connected within our community and finding creative ways to keep our members happy when availability of courts is tight.

4: Volunteers – List of over 100 volunteers from registrations– some have come forward with helping out with various operations and activities. Will we plan a major clubhouse cleanup – do we have a weekend in mind, leading up to shovels in the ground? Will we allow courts to be used when construction is underway?

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

KTC - TREASURER'S REPORT – September 8, 2021

Finance Committee

Committee members: Taco Meuter (chair), Donna Lounsbury, Alma Thayer

Operating Revenues as of September 7, 2021

01/10/2020 to 07/09/2021

Fee Type	Total 2021	Total 2020	Total 20
Membership	$134,635.00	$104,882.50	$113,014.
Junior Camp	$103,483.00	$350.00	$63,575.
Junior Programs	$2,713.00	$0.00	$6,833.
Adult Programs	$5,248.25	$430.00	$5,747.
POS & Pro Shop	$14,429.10	$7,028.00	$10,878.
Guest Fee	$1,341.00	$1,845.50	$1,020.
Private Lessons	$28,595.03	$21,956.41	$4,932.
Donation	$2,891.00	$1,935.00	$1,895.
Total:	**$293,335.38**	**$138,427.41**	**$207,895.**

Cash and equivalents are at $504,120.

Quickbooks still needs to be cleaned up and does not include August's last week of camps and stewards, amortization ($40K) and the amortization ($10K) of the OTF grant, so although profit for the year so far shows $119K, it will drop after those items and September net operating results are included. Profit will be higher than the anticipated low $30's, and year-end cash reserves should also be higher than the budgeted $467K, despite heavier capital expenditures made this financial year in anticipation of the renovation project (that only begins in October, in the new FY).

Borrowing

We will sign a borrowing agreement with Scotiabank in a few days. The agreement will allow us to split the loan into a $350K fixed and a $150K floating portion, which gives us more flexibility to pay down the floating portion quickly if we can.

Donations

We are on track to meet or exceed our goal of $150,000 in donations.

Kingston Tennis Club Committee Report

Committee- Facilities and Infrastructure
Board Meeting Date- Sept 8, 2021
Committee Meeting Date- ongoing by e mail

Summary of Committee activities and Discussion

-Doug and Rick took a big truckload of leaves and brush to recycling.

- Plumber was called to fix blocked men's toilet-fixed urinal at the same time.

-Still waiting on tree guy to cut back limbs around the courts.

-Wasps have been a problem to players. Gary got more traps and installed them

Things We need to Discuss
Doug got a quote from a mason to repair hitting wall this fall - $2000 - $2500. This is a reasonable price but perhaps we should have a vote on this.

The clubhouse will soon have to be emptied-junk gotten rid of, treasures and important files saved etc

-dumpster? Storage?