

Minutes - KTC Executive Meeting
June 26, 2019, 7:00-9:00pm
Doug's home

In attendance: Mike Bartlett, Doug Bowie, Mike Halinski, Taco Meuter, Bud Nelson, Chloe Wilson, Gary Wilson (Secretary)

Regrets: Nerissa Mulligan

- 1. Agenda approved after discussion about the need to find time to create a strategic plan and whether for that project an outside facilitator would be useful. Also raised was the feasibility of a general manager for the KTC.**
- 2. Minutes of May 21 Board meeting approved with corrections.**
- 3. Membership Committee Update**

There are 444 members, 21 fewer than this point last year. Responses to an email sent to non-renewing members didn't point to any problems with how the club operates.

After discussion, no decision made regarding membership discounts in August.

A first-time organizer of a Friday social had a question about budgeting for food. Bud said this and other aspects of socials are covered in a template for socials available in the club's operational manual. Bud and Taco will review the state of the operational manual.

4. Programs

Chloe referred to problems in running the camps last year that last year's board was unaware of. For this year, she said she decided to pay Tristan, the camp director, to produce a camp operational manual, as well as to pay for camp instructors to get health and safety training.

How to handle rain during camps needs attention and Tristan will be asked to include details about what is done regarding rain during this year's camps in the operational manual he's preparing. It was suggested the camp manual should be a chapter in the club operational manual.

Chloe reported on how Anne O'Neill is performing her work as pro. One issue is the scheduling of clinics: while the pros can set the dates, they should be guided by important dates set out in the club's operational manual.

5. Finance Committee/Treasurer Update

Refund policy: occasionally there have been requests for refunds for camp registrations. Our policy has been to offer instead a credit to be used for other club services. There might be a refund if there is a wait list for the activity in question. (For injuries to any player, on request a refund will be prorated.)

Mike H. will draft a policy regarding refunds.

Mike H. says he has allocated \$250,000 in cash to cover the cost of the upgrades to courts 2 & 3.

Discussions are continuing about how to record payment for lessons.

Mike H. will discuss with Kristine how to provide monthly financial reports to the board.

6. Facilities & Infrastructure

Doug reported that the stewards are doing a good job. Pilar Vazquez has been hired to cover the four-week leave of Allie Davies.

Doug and Rick Donaldson have replaced the ramp into the shed attached to club.

Garbage issue has not been resolved but Doug and Bud are managing to keep it in check. With camps starting next week garbage will increase so solutions are being sought.

Fall project: not certain how city digging up Napier street will affect our project. Quotes for the cost of replacing fencing are being evaluated.

7. Youth Diversion Tournament

Moved by Mike B., seconded by Taco, Carried: that the KTC support in principle a fund-raising tournament for Youth Diversion next year in order to allow for planning and promotion of the event.

8. Assigning a new Abuse and Harassment Officer

With resignation of Allan Manson who's no longer a club member from the position, Doug will work on finding a replacement.

9. Communications Committee Update

Taco had nothing to report.

10. Governance Committee Update

Gary had nothing to report.

11. Other business

There was a brief discussion of the importance of junior development programs and the possibility of setting up a ladder. Finding someone to take a lead in this area, as Don Napier had done a few years ago, is an issue.

12. Adjournment at 10:25 p.m.