

Minutes of KTC Board meeting
March 23, 2022
By Zoom

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

Meeting chaired by Alma Thayer and opened at 7:05.

Two guests made presentations at the beginning of the meeting. Tony Roth described the programs to be offered through the Noble Tennis School (NTS) this spring. Because reduced courts meant fewer sessions, he felt the number of offerings this spring helped build the foundation for the future.

Regarding the NTS role in the tennis camps, Tony saw an opportunity to increase the emphasis on tennis skills development which he feels should be a major aspect of our type of camp.

Tony also reported on a promising initiative, NTS partnering with the city of Kingston at the new “community hub” in Kingston East to work with six to eight advanced juniors using the two municipal courts there as well as facilities at the centre.

The second guest, Doug Bowie, gave an update on the clubhouse restoration project. Much of the interior work has been completed, insulation installed, rooms framed, plumbing and electrical services done, steward kiosk built. Delay is being caused by supply chain issues which means it’s uncertain when windows, interior doors and glass panels for upstairs deck and stairs leading to it will be available.

Our budget for the project of \$839,000 has risen to \$868,000 because of “change orders”, which refers to various changes to the original contract that lead to more expense. An example is deciding to install double doors the foyer. The increase is about 3.5% which is well within the range that usually occurs in this kind of project.

Because of the supply issues the completion date is expected to be late June or early July.

Alma thanked Doug and his team for the countless hours they’ve spent that is resulting in a clubhouse restoration even more than we could have hoped for.

1. Agenda approved.
2. Minutes of February 16, 2022 approved.

Committee Reports

Infrastructure & Facilities

Yaoting reported nets were put up on six courts yesterday. Until the kiosk is ready stewards' quarters will be determined in consultation with Luke Webb who is supposed to begin work April 15. A tent is a possibility. A portable toilet will probably be installed later in April and Tomlinson has been contacted.

Gary reported garbage collection for the club by the city is still being pursued. He also looked into a tennis ball recycling possibility and will have details for next meeting.

Finance

Taco reported our finances are in good shape, resulting in part from strong membership and camp registrations. Donna pointed out our cash in hand is around \$645,000 and after clubhouse expenses we should have a cushion of \$350,000. This will be used for operating expenses and paying for the re-surfacing of courts 1 and 7 this fall.

Programs

Isaac reported programs planning has been complicated by the departure of Tristan, who has gotten a job in line with his education. He praised both Tristan and Tony Roth for their help in program development.

Programs at the KTC should now reflect the Noble Tennis School's belief that they be Safe, fun and effective. For summer camps this means a combination of on-court and off-court activities, the latter possibly occurring in nearby playgrounds.

Discussion also concerned how to find the number of campers that would allow for the best tennis experience and provide the necessary revenue for the club. The programs and finance committees will work on this issue.

Moved by Yaoting, seconded by Isaac that all courts be reserved on Tuesday, May 10 (rain date May 11) for the Kingston Area Secondary Schools Athletic Association (KASSAA); and Tuesday, May 17 (rain date May 18) for the Eastern Ontario Secondary School Athletic Association (EOSSAA) tournament. Carried.

Moved by Taco, seconded by Isaac that all courts be reserved for the Kingston Secondary School tennis team practices, 7-8 a.m. weekdays, April 19-29; and the three back courts, 7-8 a.m. weekdays, May 2-16. Carried.

Asia said she would look into the possibility of selling t-shirts highlighting the event to participants.

It was agreed Tony's Might Mites and Futures programs would run on Sundays 1:30-4:30. Also, while we're short a court lessons would only be scheduled one at a time, which would also apply to Tristan should he do any teaching.

Membership

Asia led a discussion of the preparations for the grand opening celebration which she said are proceeding well. It was agreed the fall-back date of July 9 will be used. It was also agreed a combination of ticket sales and club subsidy would keep costs manageable. A list of whom to invite is being prepared.

Governance

Bob referred to the operations manual still being worked on and the review of our by-laws that is waiting for the appointment of a new law student to the Queen's Business Law Clinic. Earlier contact with Queen's Archives will be followed up for the donation of the club's historical records as well as discussion about how to protect our more recent records.

Bob also questioned whether we should have a policy about requiring our employees (stewards and camp staff) and pros to be vaccinated against Covid. A committee consisting of Alma, Bob, Isaac and Gary will discuss the issue and report next week for an email vote.

Communications

Tracey said the results of the March 13 survey will be sent to Programs committee in a couple days. Asia and she posted news that nets were up and courts bookable on Facebook and Instagram. Next Courtside will be out next Monday or Tuesday.

Deliberation about deciding on a replacement system for Jegysoft will be delayed till Fall when there should be more time for evaluation.

Next meeting: Wednesday, April 13.

Meeting adjourned

KTC - FINANCE COMMITTEE REPORT – March 23, 2022

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

Borrowing

We have accumulated sufficient invoices to be able to draw down further on the mortgage(s). Since there are transaction costs at our lawyer's every time we make a draw, we intend to make the next draw down the maximum remaining (\$262,000). Still have to confirm when to do this. After all clubhouse-related costs are tallied and we obtain solid estimate of next year's court renovations expenditures (re-asphalting and repainting courts & rebuilding some fences), we will be able to determine how much, if anything, of the mortgage funds to prepay and when.

Cash Position

Cash and equivalents at March 21, 2022 were at \$618K. We're expecting another cheque from the National Sports Trust Fund (\$22,112) this week. We are paying another construction this month, reducing cash by \$133K, and the insurance for this year as well, at a little over \$5K. The OTA has received a grant from the province with which some of the insurance expense will be returned to us.

The clubhouse project is coming in a little higher than expected as a result of "supply chain issues". We are working to cut costs where possible, and on the whole do not expect any major surprises.

Memberships and Camps.

Our cash position is solid partly because registrations are rolling in at a fast clip, for both memberships and camps. Membership is at 377: 140 Adult; 107 Couple?; 116 Family; 15 Junior and Student. With respect to camps, a few of the sessions are already full, and in general, Full-Day and Morning sessions are filling up nicely.

Fee Type	Jan 1 - Mar 21 2022	Jan1-Mar21 2021
Membership	\$103,860.00	\$86,560.00
Junior Camp	\$43,195.00	\$11,755.00
POS & Pro Shop	\$213.00	\$480.00
Private Lessons	\$360.00	
Donation	\$2,175.00	\$2,255.00
Total:	\$149,803.00	\$101,050.00