

**Draft KTC Executive Meeting Minutes**  
**November 5, 2019, 7:00-9:10 p.m.**  
**Gary's home**

**Present: Doug Bowie, Taco Meuter, Nerissa Mulligan, Chloe Wilson (President), Gary Wilson (Secretary)**

- 1. Agenda approved.**
- 2. Minutes from October 8 Board meeting approved with corrections.**
- 3. Facilities & Infrastructure**

Doug reported that he, Chloe and Ben Doornekamp met to review progress of Fall Project. East-west fence between courts 2 and 3 and 4-6 has been removed, and paving could happen tomorrow.

The quality of the paving job will determine what kind of paint we'll have applied in the spring. Painter is expected in June but might be possible to have it done earlier. Bases for lights for courts 2 and 3 have been installed.

Nerissa will look into the possibility of installing a second coil bike rack.

Weather permitting, fall clean-up will be this Saturday, Nov. 9.

- a. Fall construction work update
- b. Fall clean-up

- 4. Finance Committee/Treasurer Update**

Taco reported that he's been working with our auditor to complete the audit of the club's financial statements for inclusion in the 2019 annual report. One issue causing extra work is money received and cheques written without reasons specified for the transaction. No dishonesty is suspected, but the training of those handling money should emphasize the importance of explaining these transactions.

Taco expects the audited statements to be available for the AGM.

- 5. Governance**

Chloe reported all parts of the Annual Report should be assembled soon so it can be distributed to members before the Nov. 19 AGM. She also confirmed that Gary would chair the meeting.

She reminded the Board that with her resignation set for Nov. 18, while there was still a quorum of Board members it was important to recruit added members from the membership. It was also pointed out presenting an expanded Board to members at the AGM would show the current Board was capable of guiding the Club through 2020. The roundtable discussion that followed produced several possible recruits, who Board members divided among themselves to contact.

**6. Communications Committee Update**

- a. Upcoming communications to members
  - i. AR
  - ii. Responses to recent emails from members (?)

**7. Other business**

None

**8. Adjourned at 9:10 p.m.**