

KTC Board Meeting
February 8th 2023, 7:00-9:00pm
Zoom

Chair: Donna Lounsbury (President)

Also in attendance:

Alma Thayer (Past President)
Tracey Corrigan (Vice - President)
Elizabeth Huculak (Secretary)
Taco Meuter (Treasurer)
David Corrigan
Jeff Elwood
Abby Lincoln
Nadia McCarthy
Simon van der Plas
Bob Goddard

1. Approval of Agenda

2. Remarks by President

- Tremendous thanks to everyone – and to the chairs, co-chairs especially - for the huge amount of time they have put into preparations for this meeting...
- A cautionary note: please don't overdo it because many of you have other full-time jobs, and families which take precedence of course. If you need extra help or another volunteer or two, or if you are running out of steam, reach out to me or Tracey. Please don't let one or two people shoulder the full weight of any committee.
- The good news though is that we are getting these plans and preparations completed early and we're making decisions as we go – so once the season is underway the load should be lighter.
- Loads of reading to get ready for this meeting – but many of these documents (such as the NTS program plan and the FO staffing plan, and the doubles/camp times decision) will be foundational pieces for the whole season – and potentially years to follow, benefiting future boards.

3. Approval of January Board minutes

Motion: David, Simon seconded. Passed

4. Topics for discussion/decision

A. Plans for recruitment of teaching staff and camp programs (see separate documents)
(David and Jeff)

Programs have finalized the job descriptions and have posted the jobs for Club Pro and Camp Instructors on OTA and TPA sites as well as on KTC social Media. Programs had

proposed Instructor certification as not mandatory this season but is working on a 5 day curriculum; a better plan for off-court activities to support physical literacy and skill development; and, rainy day activities to ensure a quality program.

Rishi has been pre-screened for re-hire as Camp Director and is available as early as May 8 and can support the Try/Learn/Play (schools) program. The T/L/P can be delivered in school gyms or at KTC. Best time period probably 11:30 to 1:30. Discussions with the City Councillor, Conny Glenn, also presented a possibility of using City courts and perhaps City funds to support the program. There will be an instructor fee to be covered so it was suggested that a nominal fee (Toonie for Tennis) be charged. Schools may have a busing cost if at KTC. A letter is being sent to the Boards to gauge interest based on previous letter obtained from Sam Faris. Final program to be discussed at next Board Meeting.

KRC is delayed again so Tony's NTS Pros may be available to KTC. The good range of NTS programs will provide a good opportunity for a Club Pro and an assistant Pro (Tristan?)

B. Summary of survey (see separate document)

There were 105 respondents to survey with 51% adult. It was acknowledged in discussion that the results may be biased but still a good indication of court usage and member expectations. The program ideas for drop-in doubles and beginner and advanced clinics were discussed.

C. Preliminary plan for NTS programs (see separate document)

The NTS report from 2022 and proposed programs for 2023 were discussed. The new 2023 programs are proposed for spring session to gauge interest and perhaps adjust in summer. Based on survey results, prime time is considered 4-8 pm although those working may find it hard to get to programming or booking at 5 p.m. The members court bookings and program opportunities will be promoted to assure all members interests are considered.

Motion: dedicate 2 courts in prime-time on 2 week days and a weekend morning for the spring session. The committee will consider a later start time and discuss with NTS. The registrations will be monitored and the program plan will be reviewed after session 1.

Moved: Jeff, 2nd David Passed

5. Staffing plan & recruitment process (see separate document) (Elizabeth)

It was noted that the recruitment is for Full Time Equivalent (FTE) so not necessarily the number of individuals, although any CSJ Grant funded positions need to be full time hours. It was also noted that camp councillors are 35 hour weeks with lunch break included.

The discussion about the Club Operation Manager acknowledged that the scope of work had increased and with the increase in programming and succession planning for Board members is needed. This position requires more than just steward experience but management and administrative skills (book keeping, technology mgmt, asset management, etc). The cost of the full time role is prohibitive so the position will start as part time – up to 20 hours a week.

Motion: to approve plans as presented

Moved: Elizabeth, 2nd David Passed

6. Court Reserve (see separate document) (Tracey)

The update on Courts Reserve and the scheduling of programs stimulated a good discussion. The consideration of the available court hours, especially with Courts 1 and 7 out of service would add pressure to the system.

The new system is to “go-live” mid February with opportunities for directors to test drive before the season. It was acknowledged that the proposed changes will potentially upset some members and it will be a work in progress as people get used to Court Reserve. Good communication of the system and the rationale would be needed. Motions were tabled to introduce scheduling and booking adjustments.

The payment options will stay the same as with JegySoft but this will be a work in progress as we integrate with the website.

The 1.5 hour booking for doubles, especially in non-prime time will have to be monitored and adjustments may be necessary to avoid “widow” gaps. The changes to the doubles bookings raised the question about capping membership this year.

Motion: it was moved to impose a membership cap of 525 for 2023
Moved: Taco, 2nd Simon Passed

Motion 1 – 1.5hr Doubles in Prime
Moved: Tracey, 2nd Abby Passed

Motion 2 – change camp time to 9:00 am and 1pm with before and after care
Moved: Tracey, 2nd Taco Passed

Motion 3 – Enable 1.5 hour booking at non-prime time
Moved: Tracey, 2nd David Passed

7. Committee Reports

Committee chairs spoke to reports uploaded to Google Docs.

- a. Governance (Bob Goddard)
Motion: to add Alan Whyte to Governance Committee
Moved: David, 2nd Abby. Passed
- b. Membership (Abby, Julie Hoffarth)
- c. Facilities & Operations (Elizabeth)
- d. Programs (David, Jeff)
- e. Communications (Tracey)
- f. Finance & Treasurer’s Report (Taco)

8. Other business

Update on meeting with City Councillor (Alma, Gary). The outcome of the meeting is an opportunity for KTC to participate in the National Day for Health and Fitness June 4. As noted, Councillor Glenn is interested in supporting the Try/Learn/Play and will consider request for funds.

OTA (Elizabeth) renewed contact has been made and Committees have been provided key contacts. A Google docs file has been created for stakeholder relationships and there is a spreadsheet for tracking key contacts. Gary will maintain prime contact for OTA

9. Date of next meeting : March 15

10. Adjournment