

MINUTES - KTC Executive Meeting
Wednesday, October 12, 2016, 7:00pm
Dave's Home

Present: Jocelyn Purdie, Sam Faris, Dave Stocks, Paula Loh, Lynne Hanson,
Rick Donaldson, Isabelle Pollock, Tom Thayer, Flame Eadie

Regrets: Ginette Blais, Doug Bowie

1. Minutes Approved as amended for Wednesday September 14, 2016

2. Action Items

To record e-vote of Tuesday, October 4, 2016:

Jocelyn moves and Paula seconds that the nomination committee recommend a slate of candidates to the Board of Directors for approval and that each candidate can run for only one position. 7 For, 2 Against, 1 Abstention. Motion carried.

To record e-vote of Wednesday, October 5, 2016:

Doug Bowie, as chair of the nominating committee, moves that the board approve the committee's recommended slate of candidates for the 2017 board as follows:

President: - Paula Loh
Vice President :- David Stocks
Secretary :- Viki Andrevska
Treasurer :- Jim Martin

Members-at-Large (in alphabetical order):

Doug Bowie
Rick Donaldson
Sam Faris
Graham Lord
Bud Nelson
Gill Turnbull
Chloe Wilson

Motion carried unanimously.

To record e-vote of Thursday, October 20, 2016:

Tom moves and Paula seconds that the board approve the 2015-6 audited financial statements. Motion carried unanimously.

3. Governance – update on status of by-laws (Jocelyn); discuss AGM aspects

The by-laws have gone back to the Director at the Business Law Clinic for approval. They still need to be reviewed by the KTC Board and will not be ready in time for the AGM.

There was some discussion as to whether there is some utility to accepting nominations from the floor. This might change in the future, but this year there will be no nominations from the floor.

Paula suggested that we consider affirmation ballots, whereby if there are uncontested positions, then each candidate is affirmed by a yes/no vote rather than being automatically acclaimed. If there were a majority of dissenters in attendance at the AGM who disliked all candidates presented for the Board and there were no positions contested, it would be possible that you would end up with no Board at all. There was much discussion surrounding this scenario. The reason to implement affirmation ballots would be to prevent unqualified candidates, whom the majority would rather not have, from assuming a position by default.

Motion: Paula moves and Isabelle seconds that for board elections, in situations where there is only one candidate per position (or less than or equal to the permitted maximum, in the case of Members-at-Large), ballots will be distributed on which the members will vote *yes* or *no* beside each name. Those who receive more *yes* votes than *no* votes will be acclaimed. Motion carried.

Julius Breza-Boski has submitted a nomination for member-at-large. There is a question as to whether he qualifies as a Full Member. He was granted a membership as an employee, but is no longer an employee, so his eligibility might have lapsed. We decided that Julius' status continues to the end of the season as a Full Member and he is eligible to run for a board position.

Proxies will be permitted for the meeting; it was decided that each person present can only provide one proxy for another person.

We decided that we should seek approval for both last year's AGM minutes and the Special Meeting minutes.

4. Capital Project (Paula)

The grant application is still being processed. The Ontario150 Community Capital Program received over 900 grant applications for a total value of more than \$140 million in requests (\$25 million in funding is available).

Paula met with Mike Preston last week and he was initially slow to respond. It is not clear that he is willing to get back on the project, and won't be doing any work before November.

5. Treasurer's Report (Tom)

Tom has been working with the auditors and is planning to wrap up their questions and have the financial report ready by next week. He will get it to Lynne next week so that it can be circulated for the AGM. We have discussed hiring a bookkeeper, and Tom thinks that we can hire someone for \$5000 or less to do this task. He has someone in mind she does not work from

home and would need office space. We should also consider whether a general manager would be able to do some of these tasks.

6. Junior Camp Survey Results (Paula)

There were 108 respondents, generally very favourable, very few negative comments. There were many suggestions for water activities, and we might think about using the new splash pad at Victoria Park for future years. Many of those who attended half-days would go for full-days if it wasn't a full day of sporting activities. There were also some requests for programming for older children, although this would mean more advanced tennis instruction. We recommended discontinuing the booth and ad for the Spring Leisure Show since word-of-mouth is the way that most people heard about us. We could consider a targeted Facebook ad instead, as social media is now the preferred media. The full-day respondents indicated that they needed the full day of care due to their schedule, which is more important for those who work. There was only one person who wrote that they missed the organized lunches that were previously included for full-day campers.

7. Club Manager Position – job description (Flame & Dave) [see Appendix A for proposal]

There was some discussion that this would require more hours of work in the summer than at other times, given the job description. One good thing about this job would be that it amalgamates many diverse responsibilities. We discussed who would train this person; members of the Board who are currently responsible for the site, staff, and finances could assist in instruction, according to their expertise.

8. Season-End Party (Flame) – update

There had been plans to announce at the original format of the party that Alma Thayer, Rick Donaldson, and Bud Nelson were named as volunteers of the year (two selected for the current year, and one for past contributions). This will now be done at the AGM. We discussed planning an annual end-of-season event in October. There was much discussion about the format (ie. set menu, pot luck, ordering off the menu, etc.) and the timing for announcing the event.

9. Fall Clean Up Date

Saturday, November 12 (rain date of Sunday November 13)

10. Other Business

Isabelle brought some slips from the Suggestion Box, which included a request for ongoing watermelon slices for tournaments, and a first-aid kit in the locker rooms for after-hours when the stewards are gone. There have been several suggestions about making the practice wall more available, so it might be good to have a second wall in the new capital project. We are also planning to install a fountain that can refill water bottles as part of the project. There was a request that staff wear uniforms at all times. A request to have a sunscreen dispenser was considered expensive to maintain.

11. Meeting Adjourned 9:26 p.m.

APPENDIX A

Tennis Club Manager

Part-time Club Manager (Operations Manager)

Scenario #1

(20 hours per week spread over 10 months with 25-30 hours per week May-August with the balance spread over September- November and February- April- not working in December/January)

Salary: \$25.00 per hour

$\$25 \times 20 \times 4.33 \times 10 = \$21,000 + 2600$ (employer paid benefits 12%(?)) = \$24,000

Scenario #2

(20 hours per week spread over 9 months with 25-30 hours per week May-August with the balance spread over September- November and February- April- not working in November/December/January)

Salary: \$25.00 per hour

$\$25 \times 20 \times 4.33 \times 9 = \$19,485 + 2,338$ (employer paid benefits 12%(?)) = \$22,000

Scenario #3

Contract - \$25/hour (hours can vary for spring/summer and fall- but a maximum of 30 hours per week in the summer, and to a maximum of \$20,000.)

Job Description

Working with, and accountable to, the Board of Directors, the Club Manager would be responsible for attending Board meetings and overseeing tennis club operations including, staff supervision (including stewards and head camp instructor), coordination of grounds and building maintenance, membership, volunteer coordination, general administration tasks, basic financial management, website maintenance, and communications as follows:

Staff Supervision

Hire, train, supervise and evaluate performance of all staff including camp director

Working with the with Treasurer, set salaries for all staff

Set guidelines for summer camps

Maintain policy and staff manuals and update as required

Finances

Perform bookkeeping related tasks on a weekly basis (liase with bookkeeper and treasurer)

Work with the Treasurer to develop the annual budget for approval by Board of Directors

Maintain financial records related to membership, instructional programs, purchase and sale of balls and equipment.

Communication

Oversee communication with members using email and on-line newsletters regarding annual membership renewals, club tournaments and events, membership rosters, and other business.

Volunteers

Working with the Volunteer Socials coordinator, help recruit and direct member volunteers to organize social events and other activities

Website

With assistance from web site designer, maintain and update the Club's web site
Organize and oversee block bookings on Jegysoft

Maintenance and Club Management

Oversee and assist with opening (May/early June) and closing (October/November) of courts and club.

Ensure the clubhouse is clean and tidy, including cleaning floors, toilets and sinks; ensure that the patio, upstairs and deck are tidy; empty garbage cans, water plants, ensure the courts are free of any litter / debris and empty court garbage bins.

Coordinate and implement physical maintenance with Board member in charge of maintenance; contacting volunteers and tradespeople as required.

Qualifications

Personality suitable for working with the public and a diverse membership

Management skills

Familiarity working in a non-profit membership driven organization with a Board Directors

Ability to identify and perform the wide variety of tasks

Strong organizational skills and record-keeping ability

Ability to supervise staff members as well as volunteers

Ability to keep precise records and basic bookkeeping skills

Familiarity with Jegysoft software or equivalent

Tennis player at any level would be great