

**Minutes of KTC Board meeting
April 13, 2022
Zoom**

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

Regrets: Jason Taylor

In an email vote the following motion was voted on between April 1 and 3 and carried:

Moved by Bob and seconded by Alma: That the board accept the unanimous recommendation of the Governance Committee (Bob Goddard, chair, Gary Wilson, and Andy Bickle), president Alma Thayer, and Isaac Jones, co-chair, programs, that all employees, tennis pros, and NTS staff for the 2022 season be required to have at least two COVID-19 vaccinations, subject to medical exemptions. This policy will not apply to members or to those volunteering at various times during the club's tennis playing season.

Alma opened the meeting by inviting Doug Bowie to give an update on the clubhouse restoration. Things are progressing as well as can be expected given delays in delivery of doors and windows. Interior painting looks very good and is being done by club member Rich Ludlow.

Different, tempered glass panels for the exterior staircase and upper deck are being ordered from Kingston Plate and Window Glass at considerable saving from the original supplier.

The projected budget is now around \$980,000 but since there no major expenses are expected it shouldn't rise much higher. While a precise end date for the project can't be predicted, with the arrival of windows and doors earlier than anticipated it's thought it might be completed in June.

Fundraising

Donna reported she, Jason and Viki Andrevska have formed a committee for one final push to try to reach a fundraising total of \$200,000.

Agenda approved.

Minutes of March 23 Board meeting approved.

President's report

Alma described her surprise and disappointment at Yaoting Zhang's resignation She urged Board members who are troubled by some of the issues arising from our work to raise them with fellow members to try to resolve them. Discussion suggested that our committee structure

can create compartments that separate members of committees from non-members, and it's essential that ways are found to keep everyone informed. Zoom meetings make it more difficult to pick up cues about people's reactions that occur in in-person meetings.

Committee Reports

Facilities and Infrastructure

Gary reported that Saturday April 23 is scheduled for grounds clean-up and windscreen installation. Luke Webb who starts April 19 will be providing a lot of support for this project as well as in facilitating use of the courts.

Members who play after dark seem to have no problems operating the court lights. Paperwork for renting the portable toilet will be completed soon. Encouraging signs that garbage and recycling will be collected by city workers.

Finance & Treasurer

Taco reported \$581,000 in cash that will be lower by \$128,000 at the end of the month when an Anglin bill is paid. He is planning to request the second portion of our mortgage to secure money on hand to pay our bills for the clubhouse and court renovation.

We've reached the 500 member cap. Full and morning camps are nearly full with afternoon camps lagging in registrations.

Alma reported Finance committee has met a couple times with **Kingston Racquet Centre** to see what they'll offer KTC members reduced prices in purchasing a membership. Among their proposals is one-time \$30 discount and an extension of the early bird special price. In return they'd like us to promote their facility through two email blasts and a banner posted at our club. The finance committee will meet again to try to improve their offer.

Communications

Tracey began a discussion about the newsletter by questioning whether it might be better distributed by email notice of a new issue rather than the issue itself. Apparently, readership falls when people have to click on a link to get the newsletter. It was felt that the newsletter has been so successful that the team – Tracey, Donna, Asia and Taco – should if possible continue to send the actual newsletter to members.

Invitations to dignitaries for Tennis Ball will go out this week.

Programs

Isaac reported Programs committee has been involved in a number of issues:

Tournaments: Donna will lead team organizing tournaments, including Arjun, J.F., Asia and Luke onsite. Arsalan has given us a lot of advice. First real tournament will be mid-June, with warm-up in place of postponed KTC Cup for end of May.

Staffing is the priority at the moment. Tony involved with search for club pro and camp instructor. It's hoped to be interviewing applicants soon.

Re camps, Isaac will be working with Nerissa and Alma in preparing for summer. Tristan will be consulted regarding Covid protocol from last year, rainy day activities that can be used, and how to involve volunteers in the camps. Last year's volunteers should be informed they might be able to be instructors this year.

Six camp instructors is the ideal and last year's have been contacted by email. Also various advertising approaches are being used for all levels of instructors. The Ontario Tennis Association has a service called Joblines where our ads might be posted. Queen's would appear to be a good possibility for instructors.

To reflect Tony's relationship with the club, perhaps "Programs Advisor" would be a suitable title.

A student intern as a successor to last year's intern, Rachel de Sousa, and also under Ceren Kolsarici's supervision has been appointed and is supposed to begin May 16. A variety of tasks for the new intern are being considered.

Membership (report attached)

Asia described the preparations for the July 9 grand opening with planning for food, beverages and entertainment proceeding very well. Budget hasn't been finalized so the ticket price has yet to be determined.

Switch Doubles Social, planned for May 28, is designed to introduce new members to a club activity as well as an opportunity to meet longer-term members.

We've reached the 500 member cap and are to decide about revising it in June.

Governance

Bob updated the Board on the issues listed in his report (attached). He also introduced the topic of how a club like ours can recognize outstanding service to our club.

Next meeting: Wednesday, May 18, 2022

Adjournment: 9:26 pm

Membership Committee Report

Committee Meeting Date: No meetings since the last board meeting

Committee members: Asia, Isaac, Simon

Summary of Committee activities and discussion:

1. Grand Opening of the New Clubhouse + Ontario Trillium Foundation Recognition event

Motto of the planning: elegant and environmentally friendly

- Date: Saturday July 9th
- Suggested start time: 5PM until 11PM
- Estimated cost per ticket: \$30 to \$35 (this will be determined once all costs of event have been finalized)

- **Food**
 - Otter Creek Farms food truck is being looked into. The truck has its own generator so no electrical outlet needed.
 - Timing - truck arrives at 5pm - 10pm and ideally will drive through the gate and park adjacent to court 6 (we'd have to move the bleachers).
 - There is no need for guests to RSVP their choice of main/side. If we want, we could simply ask when they purchase their tickets online that they let us know if they have food sensitivities. We can then give the caterers a better idea of numbers of vegan/veggie. This would be helpful. Folks can decide on their preferred choice when they step up to the truck.
 - All containers are biodegradable as well as the utensils. They will provide a green bin for disposal of food waste.
 - All food locally sourced, including the meat.
 - Looking at booking the Mia Gelato cart for dessert, we will also likely have a coffee/tea table with cookies & squares.
 - For munchies later in the evening, we would like to rent a popcorn machine.

- **Cash Bar**
 - Hoping to do a cash bar with a separate ticket table.
 - At this point we are thinking we'll sell beer, pop, wine and coolers, no cocktails.
 - We do hope to make some money from the cash bar to offset the total costs of the party and to keep the overall ticket price down (no decision has been made regarding ticket price).
 - Joanna Sperinck has already volunteered her husband to bartend (he has his smartserve certification). We still need one other.

- **Entertainment & Evening Program**
 - Lynn Hanson is reaching out to find a sound person to do the setup/takedown of the PA system. We will likely have to pay for this professional service. She has also offered to help behind the scenes.

- A call for musicians was sent out in the recent (we would like to offer them free tickets for themselves and a guest if they choose to perform at our event).
- So far, we have the following names as possibilities: Lynn Hanson, Peter Stelter, John McFarlane, Kit Wykes, Clare Marion, Mark Ready, Maria Constanido.
- David Corrigan has agreed to emcee.
- VIPs to be invited: Mayor, MP, MPP, Councillor, Sydenham Ward and representatives from Ontario Trillium Foundation, Ontario Tennis Association and Tennis Canada
- **Décor incl Tables, Tablecloths, Chairs**
 - We have priced table, tablecloth and chair rentals and estimate the cost to be around \$700 plus tax. We will be able to reduce that slightly if we borrow tables and chairs from Regi (who has agreed to lend them out).
 - We are hoping to purchase fabric tablecloths instead of renting them (cost around CAD \$180 incl tax and to rent tablecloths will cost around \$170 CAD incl tax).
 - Spring flowers as décor (so they can be enjoyed all season long).
- **Advertising/Tickets**
 - Once we have a few more items nailed down, we can determine the overall budget and will use this to set the ticket price,
 - We will also create a more detailed poster/advertisement of the event, again once we have more information.

2. Switch Doubles Social

To kick off the tennis season we will be incorporating a fun 1-day tennis social where we make up the teams and people will change doubles partners every match (1 set per match). Depending on sign-ups, we will run men's, women's, mixed and open doubles games. The event will include a BBQ (hot dogs and hamburgers) and will be a great way to meet new members! **Event is scheduled for Saturday, May 28th.**

3. Membership Cap

We have reached 500 members! Tentative date to revisit opening registration is June 1st?

Kingston Tennis Club Governance Committee Report

Date: April 13, 2022

Committee name: Governance Committee

Committee members: Bob Goddard, Gary Wilson, Andy Bickle

Board Meeting Date: April 13, 2022

Committee Meeting Date: March 28, 2022.

Summary of committee activities and discussion (since last Board meeting):

Here is a short update regarding the five priority projects taken on by Governance Committee for this year.

1. Complete a board member orientation document, covering governance and operational issues.

A draft exists. Gary and Andy are spending some time editing the draft, which will include re-ordering and, to some extent, removing contents.

2. Reconcile KTC bylaws with new *Ontario Non-Profit Corporation Act (ONCA)*.

We have entered into a retainer agreement with the Queen's Business Law Clinic (QBLC) for the following purposes:

- Attending to the appropriate corporate steps of the Client in order to bring the Client and its corporate documents in compliance with the Ontario *Not-for-Profit Corporations Act*;
- Advising as to the drafting of certain by-law provisions for the Client; and,
- Advising as to the relevant differences between the Ontario *Corporations Act* and the Ontario *Not-for-Profit Corporations Act*.

A memo of information has been provided by QBLC student, David, to the Governance Committee Chair. The memo set out changes that will be necessary to for KTC to comply with the new Act. David has now completed his term, and the QBLC is on hiatus until May 2, 2022. A second memo, more specific to our needs, will be prepared after QBLC resumes operations. Our committee's work is also paused, awaiting contact by the student who will be assigned for the summer term.

3. Work with the infrastructure committed on using cloud storage to preserve key documents, past and future.

Gary is looking into whether our needs might be met by a pre-existing initiative with Queen's Archives, approved of by the board in 2020.

4. Ensure compliance with good hiring procedures, health and safety requirements and abuse and harassment policies etc.

On March 28, 2022, the Governance Committee, together with Alma and Isaac, met to consider a hiring policy directed at the ongoing Covid-19 global pandemic, on the specific issue of a vaccination requirement. Prior to our meeting, we solicited and received comments from board members on this issue, and duly considered the submissions we received. Our unanimous policy recommendation and the rationale for

it was provided to the board in a memorandum dated March 30, forwarded to board members by Alma. Two days later the following motion was made and seconded for adoption of the policy recommendation:

That the board accept the unanimous recommendation of the Governance Committee (Bob Goddard, chair, Gary Wilson, and Andy Bickle), President Alma Thayer, and Isaac Jones, co-chair, programs, that all employees, tennis pros, and NTS staff for the 2022 season be required to have at least two COVID-19 vaccinations, subject to medical exemptions. This policy will not apply to members or to those volunteering at various times during the club's tennis playing season.

The motion carried.

5. Succession planning.

This issue can be addressed later in the summer.

Top Priorities for 2022:

See above

Planned events (if any) for 2022: None

Written motions or decisions to be considered by Board at this time: None