

**MINUTES - KTC Executive Meeting**  
**Wednesday, March 4, 2015, 7:00pm**  
74 Lower Union (Dave's home)

In attendance: Rick Donaldson, Taco Meuter, Bud Nelson, Isabelle Pollock, David Stocks, John Sylvester, Claire Tremblay, Chloe Wilson

Absent: Paula Loh

**1. Review/approve minutes of meeting from Wednesday, February 4, 2015**

Approved. Chloe to add Isabelle to email list.

**2. Update on staffing for 2015 season (Dave)**

-Dave confirms that the staffing committee has received applications for stewards and teaching professionals. The committee will narrow the pool down to those they will interview

**3. Communication to Members (Isabelle) - clarification of entries for newsletter; bulletin board initiative**

-There are 2 bulletin boards on the lower deck at the club. Isabelle suggests using one board (closer to court 1) to post the newsletter. She would like approval to print the newsletter in colour for display (a small amount of money, less than \$20 per newsletter). Bulletin board close to court 7 could be for tournament info. Everyone agrees with these ideas and approves spending of money for newsletter printing.

**4. Court Supplies to be ordered (Taco) - tennis balls, 6 additional mini-nets for junior matches, camp supplies**

-John suggests also purchasing proper mini-court markers. These are available in ½ court kits, of which John suggests we need 4.

-We will still buy 6 mini-nets, and consider selling 2 of them to parents for driveway use.

-Claire will ask Alrich if he can provide a list of what is needed for camps this year.

**5. Court Usage (Bud) - Short Notice Booking Cancellation & No-Shows**

-Bud presents a document (see Appendix A) showing a proposed message that can be automatically displayed to members who cancel courts at the last minute.

-Taco will ask court booking system if there can be an automatic message telling people how many times they've cancelled.

-Generally, board members would like to see a stronger message than what Bud has proposed.

*Note: Item 7 discussed prior to Item 6*

**6. Finance & Risk Committee Report (Taco) - status of project funding; recommendation to levy 5% on membership rates for three years to contribute funds to the clubhouse project**

-The board would prefer to apply a levy for 2 years – 2016 and 2017. The membership will be told that this is to go towards something specific, such as the down payment that will enable us to get a 3% rate on the mortgage. This suggestion will be taken back to the finance committee for discussion.

**7. Infrastructure Committee Report (Eric) - updated project budget and timeline of milestones**

See Appendix B and Appendix C

**8. Set next meeting date and location - proposed date of Wednesday, April 15, 2015**

-Date accepted. Isabelle to host (1277 Channelview Rd)

**9. Other business**

-Taco presents an idea to move to a new cash register/computer system (Shopkeep) that will allow the stewards to process payments more quickly (compared to the current system which has a separate computer and cash register)

Taco moves that we spend approximately \$1,000 on an ipad, printer, cashbox, and stand for the new system.

Passed.

-Isabelle presents an idea to have shaded benches in between courts. She has found some that cost approximately \$2,200. This would take some more thought to determine whether we have space or will have space once the infrastructure project is complete. Isabelle will investigate further.

**Meeting adjourned 9:10pm**

[Envelope-stuffing for Spring mailing to follow adjournment of meeting]

## Appendix A: Bud's document on short-notice cancellations

The screenshot shows a web browser window with a search bar at the top right containing the text 'aspix#' and a 'Bing' search button. Below the search bar are navigation links for 'Search', 'Share', and 'More'. A navigation menu at the top right includes 'Home', 'RSS', 'Email', and 'Print'. The main content area features a link for 'View in New Window' and a navigation bar with 'Members', 'Events', 'Recent Bookings (0)', and 'Waiting Lists'. The central message is titled 'Tennis Bookings News & Info' and contains the following text:

**August 18 - Show alert message to members on 'short-notice' cancellations**

You can now specify a message to be shown to a member when he deletes a court reservation on 'short notice'.

This option can be used to show a message such as 'Bookings deleted less than 24 hours in advance are subject to a \$20 cancellation fee.'. Note that this message does not *prevent* the user from deleting the booking, it simply presents an informational message to the user.

The actual limit on what constitutes 'short notice' can be defined as e.g. a certain number of hours in advance of the reservation, or as a fixed time on the day of (or the day before) the reservation. See option Administration>System Options>System Settings>ShortNoticeBookingCancellationAlertLimit for details.

You specify the actual text of the message to be shown using the option Administration>System Options>System Texts>ShortNoticeBookingCancellationAlertMessage .

If you currently specify a setting for the option MinAdvanceDeleteBookingsHours (which *prevents* short-notice cancellations) you may wish to remove that setting and use the new options instead.

[Feedback/questions?](#)

This is the Alert message (below) I've currently set to come up, 24 hours in advance of the cancelled booking. What is reasonable advance time for an appropriate message?(the shorter the advance time for message, the sterner the message should be). The system doesn't provide us any auto-notice whenever cancellations take place. There is a manual monitor for this.

***Same-day cancellations MAY result in this court then remaining un-booked, as many members may not have time/availability to then make arrangements with other members. When cancelling courts, please try to do so AT LEAST 24 hours in advance.***

***PLEASE NOTE: Booking, on speculation of finding someone to play, is not allowed - first confirm availability with other member(s) before making a booking.***

Editing Option - Internet Explorer

http://www.ktcbookings.com/Admin/EditFacilityOption.aspx?o=ShortNoticeBookingCa

### ShortNoticeBookingCancellationAlertLimit

When a player attempts to delete a booking and gives less 'advance notice' than specified here, he will be shown an 'alert' message. Specify the actual text of the alert message to be shown by setting option under System Options>System Texts>ShortNoticeBookingCancellationAlertMessage. Note - this option does not PREVENT a player from cancelling a booking. Rather, it is intended to be used to inform the player of your policy, e.g. "Cancellations made with less than 12 hours are subject to \$30 fee". [See also option MinAdvanceDeleteBookingHours which can be used to PREVENT short-notice bookings]

**Value:**

*To set this limit to a fixed 'notice period' in advance, enter that notice period (in hours). To set this limit to a certain fixed time of day in the 36 hours prior to the booking, enter that time. For example: - to set the limit to 8am on the day of play, enter '8:00am'. - to set the limit to 'day of play', enter '0:00am'. - to set the limit to the afternoon/evening of the day before the booking, enter that closing time, e.g. '10:00pm'. [Note - when a time is specified for this option, if that time is NOON OR AFTER, this time will be interpreted as being on the day BEFORE the booking. If the time is BEFORE NOON, this time will be interpreted as being on the day OF the booking.*

**Save** **Close**

Appendix B

**KTC NEW CLUB HOUSE SUB-COMMITTEE – MAR. 3, 2015**

**CHRONOLOGY OF NEXT STEPS FOR NEW CLUB HOUSE CONSTRUCTION PROJECT**

1. Work through iterations of Design: **Mar., 2015 – July, 2015 - 5 Month Process**
2. Phase 1 Environmental Site Assessment (ESA) Study: **Mar., 2015**
3. Site Plan: **Mar. – Aug., 2015 – 6 Month Process**
  - a. Storm Water “Brief” Study, Grading for area covered by New Building Footprint
  - b. Detailed Eng. Drawings showing exact location of new conduit, net posts & lighting
  - c. Underground Servicing Plan – Sewer & Water “laterals” coming in from Napier St.
  - d. Consult with Urban Planning Consultants to aid in the application of a Minor Variance Application to the City’s Committee of Adjustment.
4. Special Meeting with Neighbours to show them the Design & hopefully win their approval prior to the City’s circulation to the neighbours of the Club’s minor variance application: **July – Aug., 2015**
5. Apply to City’s Committee of Adjustment for two “Minor Variances” to allow for
  - A) Elimination of current requirement that Parking be supplied on the Club’s property.
  - B) Reduction of the required front of building “set back” from the current zoning of 41 ft. back from the street curb to only 22 ft. back from curb: **Aug. 2015**
6. Special Meeting with the Club’s Membership to present the New Club House Designs once Committee of Adjustment has ruled in the club’s favour to allow shorter front yard set back; **Sept. 2015**
7. Preston & Wilson to Complete Building Permit Ready Blueprints: **Sept. - Oct. 2015**
8. Geo-Tech Study (Soil Integrity testing for Building Foundation)  
DBA Engineering: **Oct. 2015**

9. Apply for Site Plan Approval & Building Permit with the City: **Mar. – Apr. , 2015**  
Permit takes 6 – 8 wks. to get approval from City
  
10. Solicit bids from 3 or 4 “pre-qualified” residential or non-unionized commercial builders  
**April – May, 2016**
  
11. Select and enter into Building Contract with Builder: **July - Aug. 2016**
  
12. Commence Construction in Oct. of 2016 for spring completion.  
Approximate 8 month construction time frame: **Oct. 1, 2016 – May 2017**
  
13. Grand Opening in Spring: **May, 2017**

Appendix C

<b>BUDGET FOR NEW KTC CLUB HOUSE - MAR. 3, 2015</b>					
<b>Note: All Figures Exclude HST</b>					
<b>COSTS</b>	<b>BUDGETED AMOUNT</b>	<b>ACTUAL COST TO DATE</b>	<b>COST TO COMPLETE</b>	<b>FINAL COST</b>	<b>VARIANCE FROM THIS BUDGET</b>
<b>PRE-DEVELOPMENT STUDIES &amp; SOFT COSTS</b>					
Archeological Survey - Susan Bazely	\$2,857	\$2,857	\$0	\$2,857	\$0
Survey Plan	Contra	\$0	\$0	Contra	
Phase 1 Environmental Site Assessment - ESA, ASC Environmental	\$1,800	\$0	\$1,800		
Designer & Architects - Preston & Wilson	\$37,500	\$10,000	\$27,500		
Fee to Accounting Firm to Review Club's Financial Statements for past 5 yrs.	\$8,000	\$6,000	\$2,000		
Site Plan, Includes Storm Water Brief, Grading & Servicing Plan - Forefront	Eric Picking up Cost	\$0	\$0		
City of Kingston Site Plan Application Fee	\$4,570	\$0	\$4,570		
Geo-Technical Study - ASC Environmental	\$6,200	\$0	\$6,200		
City of Kingston Minor Variance Application Fee	\$2,035	\$0	\$2,035		
Planning Consultant's Fee for help with Minor Variance - Foteen	\$1,000	\$0	\$1,000		
City of Kingston Development Charges, Impost Fees & Building Permit Fees	\$35,440	\$0	\$35,440		
Independent Quantity Surveyor as Required by Infrastructure Ontario	\$1,500	\$0	\$1,500		
Legal Fees Incl. Registration of Mortgage for Loan from Infrastructure Ont.	\$1,500	\$0	\$1,500		
Interior Designer - Flooring & Paint Colour Selections - Suzanne Fast @ \$90/hr.	\$1,000	\$0	\$1,000		
Designated Substance Survey Report to enable Demolition Permit	\$2,000	\$0	\$2,000		
<b>Sub-Total of Soft Costs</b>	<b>\$105,402</b>	<b>\$18,857</b>	<b>\$86,545</b>		
Soft Cost Contingency of 5%	\$5,270	\$0	\$0		
<b>TOTAL SOFT COSTS</b>	<b>\$110,672</b>	<b>\$18,857</b>	<b>\$91,815</b>		
<b>NEW CLUBHOUSE CONSTRUCTION COSTS</b>					
Construction of New 4,000 sq. ft. Clubhouse @ \$200/sq. ft.	\$800,000	\$0	\$800,000		
Furniture for Clubhouse (Ping Tables, Club Chairs, Side & Coffee Tables)	\$50,000	\$0	\$50,000		
Food & Beverage Equipment for Main Flr. Cafe & 2nd Flr. Kitchen	\$50,000	\$0	\$50,000		
Contingency of 10%	\$90,000	\$0	\$90,000		
<b>TOTAL NEW CLUBHOUSE COSTS</b>	<b>\$990,000</b>				
<b>INFRASTRUCTURE UPGRADES - GEN. CONTRACTOR</b>					
Demolition of Existing Clubhouse					
Tree Removal					
New Fencing					
2 New Pedestrian Gates					
Construction of New Court No. 8 (Base level & Paving)					
Extend & Pave Court 7 Westwards towards Napier St. by 13 ft.					
Extend & Pave Court 3 Westwards towards Napier St. by 9 ft.					
Apply New Paint for Playing Surface to Courts, 1, 7, 8 & 2, 3					
Relocate/Install Net Posts on Courts 1, 7, 8, & 2, 3					
Demolish Hitting Wall on Court 7					
Electrical Conduit to Courts 1, 7, 8 & 2, 3					
14 Electrical Pedestals for Courts. 1, 7, 8 & 11 Pedestals for Courts. 2,3					
Sub-Total	\$249,067				
Contingency of 10%	\$24,906				
<b>TOTAL ALL INFRASTRUCTURE WORK</b>	<b>\$273,973</b>				
<b>LIGHTING POLES &amp; HEADS</b>					
Courts 2, 3 - 11 Posts & 16 Heads/Fixtures LED	\$65,000				
<b>TOTAL HARD COSTS</b>	<b>\$1,328,973</b>				
<b>TOTAL HARD &amp; SOFT COSTS</b>	<b>\$1,439,645</b>				
<b>SOFT COST PAID BY KTC AS % OF TOTAL COSTS</b>	<b>8%</b>				
<b>20% OF TOTAL COST TO BE PAID BY KTC RED'D BY INFST. ONT.</b>	<b>\$287,929</b>				
<b>OTHER NON-SELECTED LIGHTING OPTIONS</b>					
Courts 2, 3 - 11 Posts & 16 Heads/Fixtures Metal Halide	\$50,000				
Courts 1, 8, 7 - 14 Posts & 24 Heads/Fixtures Metal Halide	\$70,000				
Courts 1, 7, 8 - 14 Posts & 24 Heads/Fixtures LED	\$90,000				