

## **MINUTES - KTC Executive Meeting**

Wednesday, June 15, 2016, 7:00pm

Jocelyn's Home

**Present:** Doug Bowie, Rick Donaldson, Flame Eadie, Sam Faris, Paula Loh, Isabelle Pollock, Jocelyn Purdie, David Stocks, Tom Thayer

**Regrets:** Ginette Blais, Lynne Hanson

### **1. Meeting Called to Order 7:02pm**

### **2. Minutes of meeting from Wednesday, May 18, 2016 approved.**

**3. Abuse & Harassment Policy for club insurance (Tom)** - motion to ratify the policy, then appoint a second person who will be responsible for the implementation of the policy along with the president (involves appointing an abuse and harassment (A&H) officer)

- if we can get Abuse insurance, it is advisable to do so, as it would cover legal fees, which are expensive
- policy requires two club representatives to be responsible for overseeing its implementation
- propose that the Secretary be the second person, in addition to the President
- need to reword some sections of the template as provided by the OTA that do not apply to our club
- half of the hefty policy includes procedures to follow if we ever have a formal complaint
- the policy contains common sense and is a good guideline. ex. gives guidance for the staff to follow
- A&H officer: proposal that it be Allan Manson, a member who is a law professor specializing in criminal law
- every employee and pro should read the policy and sign off that they understand it
- goal is to have this completed by July 1
- Tom recommends that we purchase the OTA insurance for this aspect, at a cost of \$350/year

Tom moves and Dave seconds that we ratify the OTA A&H policy and customize it for KTC purposes and that Allan Manson be appointed as the A&H officer.

Motion carried unanimously.

### **4. Capital Project - discussion for next steps**

Tom presented some ideas to initiate discussion on the topic. It has been 6 months since the Capital Project vote; do we want to work towards another version of the capital project? If so, how and when?

- given our current income, Tom believes that we can comfortably afford a maximum of \$1.2 million in debt. However, he believes that it may be more than many members feel comfortable with, and would also be financing a project that is bigger than many think we need. This scenario would leave a buffer of \$20K in annual income after servicing the debt.
- Tom believes that the right amount of debt is \$600K (plus \$100K extra, if needed, for contingencies)
- our current annual income is approx. \$100K
- \$600K of debt would annually require \$40K in debt servicing (Principal & Interest)
- that leaves us \$60K per year, which is more than enough to cover income fluctuations in camp enrollment, membership, etc.
- it also leaves us extra funds to possibly hire a general manager, do court rebuilding (about \$12K a year is required), or other special projects
- leaves us money to adequately maintain a new facility when aspects need replacement in the future
- an approach to consider is that the board takes a leadership role to explore various options and then recommends to the membership the path to select
- alternatively, if we serve as a facilitator for various factions to make presentations, it will require a lengthy process for fact finding & decision making
- we discussed the two approaches and decided unanimously to take a leadership role

The survey results show member preferences to:

- Include lights on Courts 2 & 3 (3.39 weighted average)
- Build a new, smaller-than-4,000-square-foot clubhouse, with an 8th court (3.36 weighted average)
- Upgrade lights on Courts 4, 5, 6 (3.08 weighted average)
- Renovate existing clubhouse (2.70 weighted average), which is far behind the first 3 options
- Other survey results indicated the importance of high quality courts & the location of the club to the membership

By next year we are projected to have \$400K in savings.

Some capital project options:

- A) Do nothing. Maintain & repair clubhouse and courts as needed.
- B) Repair & renovate existing clubhouse. This ranges from minor work to full-scale gutting & modernization of the interior.
- C) Build a new clubhouse on Napier Street, smaller than that proposed in 2015
- D) Relocate the club to a 'greenfield' site and sell the Napier Street location

There was some discussion of project options, based on our projected level of savings and the debt comfort level of the membership:

A) Not a good option, given the substandard building condition (wiring, plumbing, uninsulated, structure not up to code, landlocked location on property). The survey shows that many members believe the current clubhouse facilities to be poor.

B) There was some survey support for a renovated clubhouse. We asked a builder for an educated opinion on the feasibility of renovating. It could be renovated - the cost of complete gutting & renovation would cost ~ \$450K.

C) There was some survey support to build a modest clubhouse, along with the construction of an 8th court. If we opt to construct a new clubhouse, one affordable design option to consider is: 2,000 sf one-storey clubhouse with a 1,000 sf deck that has a permanent roof, with sides that are canvas/plastic that roll up or down depending on weather conditions. The oversized deck could serve as a 'multi-purpose room' for the camps and for social activities. A second storey could be constructed in the future, if/when the need arises.

D) Not explored in depth at this time. This option received limited support in the survey, and a high number of respondents value the current club location. A lot of work is required to both investigate and implement this option; members who would like to pursue this option are welcome to do so.

After releasing the survey results, we will invite feedback from the membership by setting up a comment section on the website and wait to receive the membership responses before deciding on an approach: "We welcome your feedback on the survey and how the board should proceed with the future of the club."

Post a laminated copy of the survey results on the bulletin board for this Friday. Results to be posted on the website by Friday.

Projected timeline: Review feedback from members and propose an approach for the capital project at the July board meeting. Have informal conversations with the membership in the meantime. Include information that the cost of renovating has been investigated.

## **5. Update on Steward Job Descriptions (Sam)**

Ashley Demore is a new steward who has joined on a part-time basis.

There has been some feedback that stewards are not paying enough attention to club facilities.

A job description was put together, primarily by Alma Thayer, and circulated to a few board members for feedback. Alma & Sam then held a meeting on Monday, June 13 with the stewards. The stewards need some communication of expectations and follow up.

## **6. Social Events** - discussion of alternate options for organizing events

Ginette, our Social Director, has a broken ankle and is unable to physically be involved in social events. Lorna Sim may possibly agree with taking on the food aspects of the socials and tournament BBQs. Flame to ask. We will cancel the June 24 social, as there is not enough time to organize it.

Other socials are scheduled for July 22 & August 26. Other tournaments are: Doubles July 16, Singles August 13 for BBQs.

**7. Next Meeting Date - Wed, July 13, 2016.** Doug to host (Rick to host in August)

## **8. Other Business**

a) Special needs children at junior camps - because there is a wide range of autism, you really need to talk to the child on a personal basis to assess their abilities. Parents are not the best judge of the child's abilities. We have had kids with special needs in the past, and parents know that we are not a specialized camp. Perhaps have a waiver for parents to make them aware that camp counsellors are not trained in dealing with special needs kids and that parents must provide personal support workers, as needed.

Camp staff currently have a procedure to follow if someone does get out of control.

Kiko Kellway is doing her co-op at KTC for one high school credit and is assisting Clare Webb with the Try/Learn/Play program. She has been hired as a summer camp instructor.

b) Membership - we had 494 members as of June 8, which is comparable to last year

c) Suggestion Box - ask members to include their name if they would like a personal response

## **9. Meeting Adjourned at 9:20pm**