

Saturday September 28, 2024



Agenda 2024 - AGM & Club Business Meeting

AGM

President's Report

Treasurer's Report, draft audited financial statements

Election of Directors - Membership vote

Ontario not-for-profit Corporations Act (ONCA) - Membership vote

- Articles of Amendment, Updated By-law

Club Business Meeting

ETC Service Award	Socials & Community Engagement
Managers Report	Club Opening & Closing
Financial Plans & 2024 Changes	Pro Reports
Membership	Thank-you
Courts, Clubhouse, Property	Q&A
2025 Planning	

2024 Elmdale Tennis Club - AGM

Move that the Annual General Meeting of the Elmdale Tennis Club be officially called to order.

2024 Elmdale Tennis Club - AGM

Move that the Agenda for the Annual General Meeting of the Elmdale Tennis Club be approved.

2024 Elmdale Tennis Club - AGM

Move that the 2023 AGM Minutes for the Elmdale Tennis Club be approved.

President's Report

Accomplishments for 2024

Great Staff
& Volunteers

ONCA

New
Nets

- ❖ **Revitalized practice area, shed - new light wiring included!**
- ❖ **By-laws renewal within ONCA framework**
- ❖ **ETC Audit (2023 AGM item) & new Treasurer**
- ❖ New manager hire - Beth Fleming
- ❖ Enhanced Liability Insurance - e.g. new coverage for socials
- ❖ New Steward hires
- ❖ Dedicated Operations Team = Great Courts
- ❖ Supportive Social Committee delivered 15 plus events
- ❖ 5 new nets
- ❖ Extended pole padding on all courtside light standards
- ❖ Elmdale Open and Charitable donation of \$2.2k to women's shelter
- ❖ Additional Pro Offerings
- ❖ City upgrades to deck, clubhouse lighting, exhaust fans
- ❖ Byron tree replacement in progress
- ❖ 9 new trees to replace one removed by practice area to follow

Audit 2024

New Manager
Beth Fleming

Practice
Area
Project

Treasurer's Report - Interim as of Aug 31

Revenue

- ▶ Membership revenue up year over year (in line with budget)
- ▶ Canteen revenue up year over year (above budget)
- ▶ Pro associated revenue (camps and lessons) up year over year (above budget)

Expenses

- ▶ Staffing costs up year over year (in line with budget)
- ▶ Professional services such as lawyer, audit, bookkeeping ETC (below budget)
- ▶ Social expenses (below budget)
- ▶ One time costs such as hydro recovery (in line with budget)
- ▶ Various other expenses (generally in line with or below budget)
- ▶ Wall project(not accounted for in budget start of year budget, slightly above expectations)

Reserves

- ▶ Club reserves are strong
- ▶ Capital plan to be produced winter 2024 (discussion for business meeting)

Election of Directors for 2024

Current Directors Seeking Election Past 2-year term

A vote is required.

- Chris Cobb (seeking 2nd term)
- Barb Fischer (seeking 2nd term)
- Olivier Basset (seeking election 1st term)
- Tanya Horsley (seeking election 1st term)
- Hilary Kemsley (seeking election 1st term)

Directors entering their 2nd-year term

No vote is required.

- Dean Purdon (2nd year of 2nd term)
- Ted Cohen (2nd year of 1st term)
- Oliver Saner (2nd year of 1st term)

Election of Directors - 2024

APPROVAL OF NOMINATED DIRECTORS

WHEREAS, the following individuals have been nominated in accordance with the Club's by-laws to serve as Directors of the Elmdale Tennis Club;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The members of the Elmdale Tennis Club hereby approve and elect the following individuals as Directors of the Club for the term:
 - ▶ Names of those elected
2. The newly elected Directors are authorized to assume their duties and responsibilities in accordance with the Club's by-laws and governing policies.
3. The approval of Directors comes into effect following the AGM

ONCA and Articles of Amendment

Mann
Lawyers

ONCA - Articles of Amendment

RESOLUTION OF THE MEMBERS OF ELMDALE TENNIS CLUB

APPROVAL OF ARTICLES OF AMENDMENT and BY-LAW 1 and Schedule A

WHEREAS, the Board of Directors of the Elmdale Tennis Club (the "Club") has proposed amendments to the Club's Articles of Incorporation and BY-LAWS;

WHEREAS, the proposed Articles of Amendment and BY-LAWS have been presented to the members for review and approval;

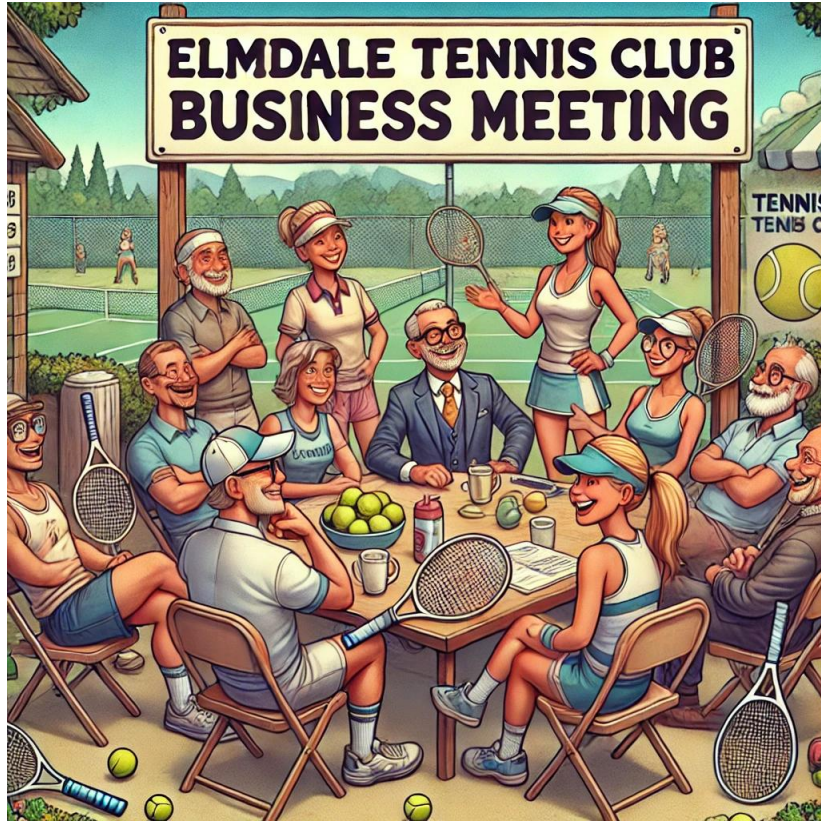
NOW, THEREFORE, BE IT RESOLVED THAT:

1. The members of the Elmdale Tennis Club hereby approve the Articles of Amendment and BY-LAWS as presented.
2. The President and any other necessary officers are authorized to file the Articles of Amendment with the appropriate authorities and Implement BY-LAW 1 and its Schedule A.

2024 Elmdale Tennis Club - AGM

Move that the 2024 Annual General Meeting of the Elmdale Tennis Club be officially adjourned

Elmdale Tennis Club Business Meeting



ETC Service Award



ETC Service Award

- Phil Mach is this year's recipient of the Elmdale Service Award. He has been a dedicated member of the Operations Team for two years now but prior to that has always spent hours working the courts for our enjoyment.
- Phil has become a Sprinkler system guru, is on a first name basis with CityScape and has mentored our existing and new Stewards in the science of Har-Tru. He even stepped in and opened the courts early in September when one of our staff fell ill.
- Early mornings, late nights and weekends, Phil has gone above and beyond this year and we really appreciate his efforts.
- From every member who played at Elmdale this season – Thanks Phil!

Club Business Updates - Manager's Report



2024 Ladder - Elmdale Tennis Club

Home of Elmdale Tennis Club's Ladder! Scoring will be based on wins/losses. Have fun!

📅 Jun 01, 2024 - Sep 28, 2024

📄 All levels

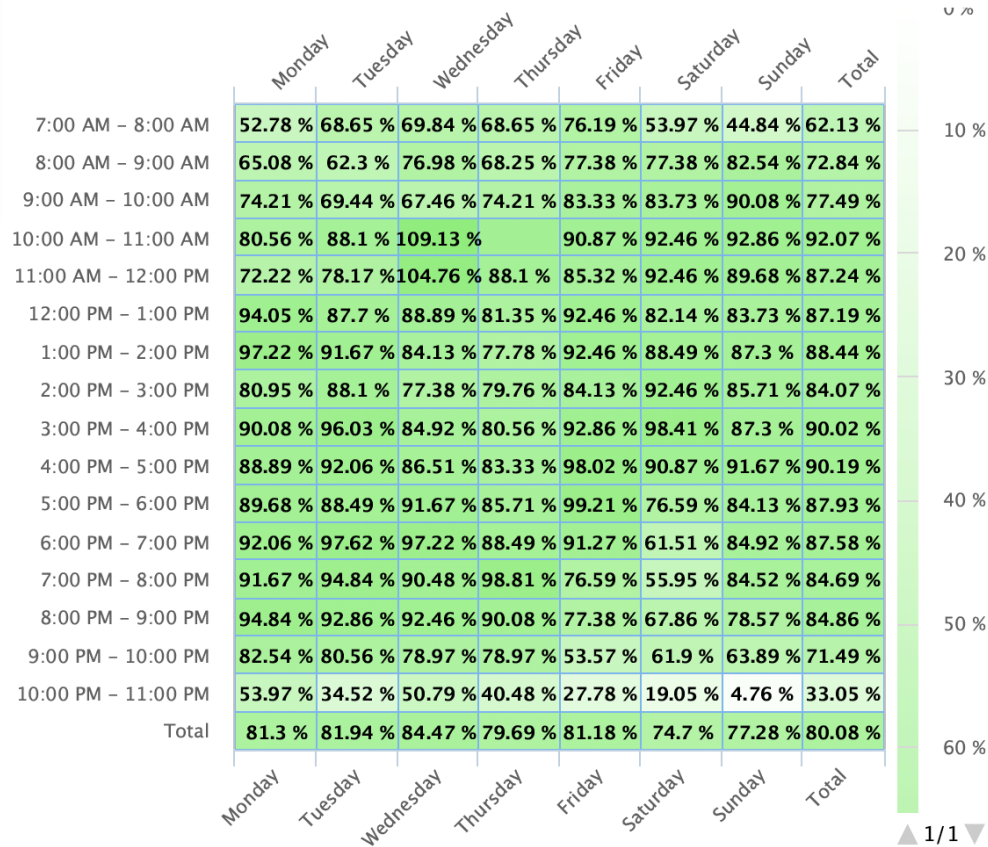
📍 Ottawa, Ontario

👥 92 players

June - Group A	All	All levels	Singles	5	8	⚙️
June - Group B	All	All levels	Singles	5	5	⚙️
June - Group C	All	All levels	Singles	5	8	⚙️
June - Group D	All	All levels	Singles	5	8	⚙️
June - Group E	All	All levels	Singles	4	5	⚙️
June - Group F	All	All levels	Singles	5	5	⚙️
June - Group G	All	All levels	Singles	6	11	⚙️
June - Group H	All	All levels	Singles	5	8	⚙️
June - Group I	All	All levels	Singles	5	7	⚙️
June - Group J	All	All levels	Singles	4	3	⚙️
June - Group K	All	All levels	Singles	5	7	⚙️
June - Group L	All	All levels	Singles	5	8	⚙️
June - Group M	All	All levels	Singles	6	7	⚙️
June - Group N	All	All levels	Singles	5	9	⚙️
June - Group O	All	All levels	Singles	6	11	⚙️

Club Business Updates - Manager's Report

Court Utilization



Club Business Updates - Financial Planning

Capital plan creation (optimal financial position)

- ▶ Fully liquid reserve of half year's expenses
- ▶ Capital projects identified 24 - 36 months in advance of need
- ▶ Capital separated and allocated for said projects 12 - 24 months in advance of project

Currently identified capital needs

- ▶ Change club lights from incandescent to LED
- ▶ Replace club deck
- ▶ Full replacement and resurfacing of club courts (7-10 year expectation)

Member Suggestions?

Club Business Updates - Financial Changes 2024

- ▶ “First time” audit
- ▶ Creation of liquid high interest reserve account
- ▶ De-coupling of personal and business bank accounts
- ▶ Creation of weekly inventory for canteen (further upgrades 2025)
- ▶ Onboarding of external bookkeeper
- ▶ Changes to cash deposit and expensing process

Members, Memberships & Metrics

	2024	2023	2022
Adult	320	288 +6 (294)	300
Family	57	57	54
Junior/Student	23	19	21
Total	400 Memberships 591 Members	370 Memberships 532 Members	375 Memberships 508 Members

26 Granted Memberships 2024

Board: Barb, Paul, Ted, Barb, Chris, Cathy, Dean, Oliver

Business Support: Joel

Staff: Beth, Leo, Des, Charlotte, Chris, Jack, Rory, Sophie, Alec, Colin

Pros: Chris Halliday, Mariya Toncheva

Financial Support: Patrick & Donna

ETC Award: Caroline Pope

Operations Team: Phil Mach, Matt Mackinnon

Courts, Clubhouse & Property

- Courts
 - Barber Sports delivers 6 tons of clay - shared cost with TCWO
 - New lines on 3 courts, 5 new nets installed
 - Repaired wiring for Flow control monitor, leaks and sprinklers
- Clubhouse
 - New Ball Machine & New staff laptop
 - New bike rack
 - Basement purge - 2 trips to Trail Road
- Property
 - City upgrade of clubhouse interior lighting & exhaust fans & deck boards
 - Holland Avenue tree removal
 - Replace wiring for lights, court 1 & 2
 - Practice wall removal, tree removal in fencing, replanting (approx \$50k)

2025 Planning

- What's next?
 - Implement recommendations from 2023 Audit
 - Update process and procedures to support ONCA
 - Continue work on creating and/or updating Elmdale Operations Manuals
 - ❖ Manager, Treasurer, Operations, Stewards, Social etc.

Social Calendar of Events

- ▶ Apr 25 - Pre-season social @ the Royal Oak
- ▶ May 16 - New Member Social
- ▶ May 25 - Opening Night BBQ

- ▶ Jun 8 - Women's Final French Open Breakfast
- ▶ Jun 19 - Elmdale Open a Taste of Wellington - Parma Ravioli
- ▶ Jun 27 - Elmdale Open a Taste of Wellington - Napoli's

- ▶ Jul 14 - Men's Final Wimbledon Breakfast
- ▶ Jul 18 - Wine and Cheese
- ▶ Aug 8 - Karaoke
- ▶ Aug 29 - BBQ and Doubles Clinic

- ▶ Sept 15 - US Open Men's Final and Chili Cook-off
- ▶ Sept 26 - Ladder Party

- ▶ Oct 3 - Closing BBQ

Community Engagement

- ▶ ETC is dedicated to being a strong and generous community partner supporting local businesses, schools and charities throughout the year.
- ▶ The Elmdale Open auction showcased many great local businesses who supported the club, and in turn we want to ensure we support them wherever possible.
- ▶ The Elmdale Open auction proceeds
 - ❖ ETC was proud to donate \$2250 to the Parkdale Food Centre
- ▶ Fisher Park School Tennis Curriculum – 5 classes (Fall 2024)
- ▶ OTA Events

Club Opening and Closing

- ▶ **Contract Period:**
Club operates May 1st to October 31st under agreement with the City.
- ▶ **Liability Risks:**
Operating beyond the season without water or maintenance increases legal exposure under Ontario's **Occupiers' Liability Act**.
- ▶ **Uninsured Negligence:**
Continuing beyond the City's closing period risks negligence claims not covered by insurance. There will be no property insurance and the Club will need to cover any damages as confirmed via email August 30, 2024
- ▶ **Waivers Not Sufficient:**
Waivers or "play at your own risk" policies don't fully eliminate liability for unsafe conditions.
- ▶ **Unattended Facilities:**
Without staff or water, we cannot ensure safety, increasing financial and legal risks.
- ▶ **Orderly Closing:**
- ▶ Closing when the water is shut off helps to ensure an orderly and planned closing while ensuring courts are not damaged by excessively dry conditions

Chris Halliday 2024 Summary

Spring Adult Program - 32 players registered, 10 hours of programming per week

- Novice, Low Intermediate, Intermediate and Cardio Tennis clinics

Spring Junior Program - 40 players, 8 hours per week

- Tots (4-8 years old) Tween (9-12 years old) Teen (12-16 years old):

Elmdale Open 2024 June 19 - July 5

- 94 players (26 Elmdale Members)
- 3 live music performances
- 3 local food nights: Parma Ravioli, Wellington Butchery and Napoli Pizza
- \$2250 raised for Parkdale Food Bank from online auction

Summer Junior Program - 167 spots filled - 7 weeks July-August

- Kids aged 5-14
- 3 paid staff and 12 volunteer coaches

Summer Adult Program - 30 registered, 8 hours per week

- Novice, Low Intermediate, Intermediate and Cardio Tennis clinics

OTA Doubles Clinic - 41 Members participated

- 2 hours of complementary clinics with OTA Zhenya

Maria Toncheva 2024 Summary

Spring Adult Program - 44 registered, 11 hours of programming per week

- ❖ May & June
- ❖ Novice (5), Low Intermediate (1), Intermediate (4), and Advanced (1) clinics

Spring Junior Program - 3 registered, 1 hour of programming per week

- ❖ Green Ball Clinic (1), Tween (9-12 years old)

Summer Adult Program - 48 registered, 12 hours of programming per week

July & August

Novice (5), Low Intermediate (2), and Intermediate (5)

Summer Junior Program - 18 registered, 3 volunteer coaches

- ❖ July 2nd–12th, 2 weeks
- ❖ Kids aged 6-13
- ❖ 9am–12pm Monday to Friday

Fall Adult Program - 60 players registered, 15 hours of programming per week

- ❖ September & October
- ❖ Beginner (1), Novice (6), Low Intermediate (3), Intermediate (4), and High-Intermediate (1)

Thank you

ONCA Support - Megan Wallace Mann Lawyers
Audit Support - Welch LLP

Staff and Manager: Couldn't have done it without you and we've tried!

Operations Support Team

- ❖ Phil - new sprinkler specialist and court padawan
- ❖ Matt - managing school and Elmdale tournaments

TCWO Partner and Management Consultant

- ❖ Kate Holzhter - clay delivery and logistics, Pro financials and reconciliation & first line of support for CourtReserve

Pros: Chris Halliday and Mariya Toncheva

Monster Stringing

- ❖ Mike Hine for providing stringing services at the club

Book Keeping Services

Incoming book keeper, Darryl Bowes, and special thanks to outgoing Patrick Faloon and Donna Ho-Faloon for years of financial service

Volunteers: Member volunteers supporting the Social Committee for the benefit of all members

Volunteer Board

- ❖ For completing the three major initiatives and guiding us though another great season
- ❖ Special thanks board members Cathy Wood (4 years) & Paul Cormack (2 years) for their service to Elmdale
- ❖ Welcome the new board members

Sponsors & BIA

- ❖ To our 20+ sponsors that adorn our fences with their banners and supported socials throughout the season. Please support them!!!

