Agenda

Elmdale Tennis Club

April 15, 2018

Time: 2 p.m.

Location: 401 Golden Ave., Amenities Room In Attendance:

* + Cathy White-Goldsbrough (president)
	+ Catherine Moffatt (Social Director)
	+ Amanda Stuart (Director at Large) - regrets
	+ Pavel Cesky (Director at Large) - regrets
	+ Michele Rochette (Director at Large) - regrets
	+ Grant Pearson (Vice President – Secretary)
	+ Phil Mach (Treasurer)
	+ Ethan Halpren (Manager) - regrets
1. Call to order – 2:02 p.m.
2. Items for Hopper and approval of Agenda – approved
3. Approval of previous Minutes – approved
4. Report on city “Club Presidents” meeting-Cathy
	1. Tree by back gate has been removed by the city
		1. Elliot to remove stump around the pole supporting the gate
	2. Annual tasks
		1. Send a copy of club bylaws to city
		2. Send financial membership report each December
		3. Must provide a copy of our fee structure to the city
	3. Ensure exits are free from obstruction
	4. Fire extinguisher must be checked regularly
	5. City no longer supplies AEDs (Cathy to follow up with Pierre on status of current AED)
	6. Recommended to have all employees secure a police check
		1. Grant to ask stewards to get a police check
	7. Board members and staff must do “Dealing with people with disability” training website [www.Accessforward.ca](http://www.Accessforward.ca)
	8. Reports must be made to the city for any serious injuries as well as a copy keep on file
	9. Must secure permission for any changes that are attached to the building
	10. City replaces courtside lighting at no charge
	11. Cathy to ask the city if an Elmdale board member can be present for the structure inspection
	12. Phil to confirm camps are covered and get a quote for coverage for social events from our insurance provider (Grant to send Phil question)
5. Report on “Bell” and Bank packages-Phil
	1. Signed for fiber small business deal
	2. Bell will be going onsite 17 March to install cabling (Phil will be onsite to meet them)
	3. Bank point of sale package is still outstanding and will be reviewed after new network infrastructure is installed
6. Birthday party discussion-Cathy/Grant
	1. Cathy to send e-mail stating conditions (same as last year) and that we are following up on insurance
		1. Facilities use and rental fee
			1. Cannot pre book the courts and non members must pay non member fee if playing tennis
			2. Require a $50 refundable cleaning deposit
			3. If using the BBQ a $20 fee for propane
			4. Insurance TBD depending on if we proceed with an event by event plan of all inclusive special events plan
7. Camp Staff, clothing update-Cathy
	1. Hired Demi and Mia (Deni will take tennis coaching training)
	2. Ordered hoodies for Ethen and McGregor
	3. Will determine if we want to offer these for sale to members later
8. Misc. (Marcos email), water turn on, - Cathy
	1. No reply from e-mail to Marcus sent by Cathy
9. Locker update-Pavel
	1. Peter to install rod in each washroom from which to hang curtains
	2. Cathy to purchase curtains (after opening)
	3. Requested a quote from Peter for caulking the washrooms
10. Spring clean up (Sat April 21, 10:00-4 p.m.)
	1. Sent Andrew Timms an e-mail asking if he is still willing to caulk men’s and lady’s washrooms – he replied that he cannot as he is recovering from an injury
	2. Food/coffee – Catherine to purchase
11. Material needs for the club-brainstorming: i.e. deck chairs
	1. Deck chairs – need to get deck chairs – to be discussed next meeting
	2. New tables – Grant to purchase 2 tables
	3. New garbage containers – need to access what is required
	4. Suggested that we purchase a score post for each court (Cathy to purchase 3)
	5. Need someone to pick up flowers to decorate the exterior of the club
	6. Grant to add office supplies to Ethan’s list
12. Hopper
	1. Weekly cleaning
		1. Cleaning will be completed one day per week. Cleaners will arrive at approx. 5:30 a.m. and be finished by 7:00 a.m.
		2. Cleaning will be done on Tuesdays however we can change the day of the week prior to starting the contract
		3. Weekly cleaning includes the following
			1. Clean both washroom floors, showers, toilets, sinks
			2. Clean kitchen countertops, appliance surfaces and facings, floor
				1. Cleaning does not include dished and counter tops must be free of debris
		4. Monthly cleaning includes the following
			1. Baseboards, shelving, inside windows, baseboards in the common room
		5. Fixed price is $300 per month.  Invoices will be issued at the beginning of the month (to be clear issued prior to doing the cleaning for that month) and due the last day of the month (after the cleaning is complete).   Therefore the entire contract is $1,500
		6. Contract is for 5 months (starts 1 May and ends 30 Sep 2018)
		7. Accepted by the board
		8. Motion passed to proceed with the cleaning contract
	2. Person who wants to advertise – restrict advertising to a limited number of sports/tennis related advertising – Grant to notify
	3. Holland parking – will not engage with this issue
	4. No free open house will be offered this year
	5. Suggest completing an audit this year – to be confirmed at a future meeting
	6. Cathy agreed to fund the time for Theo to take the first aid course
		1. In future the club will not pay for time to take course that are required for the job

Next meeting – Sunday 6 May 2018 at 5:00 p.m. at the clubhouse