

# Minutes & Record of Decision

**April 12, 2023**

Start: 1900

End: 2034

Next Meeting: May 1, 2023

Attendees: Zoom Meeting

	12-4	12-5	1-9	2-06	3-1	3-22	4-12	5-01	
Barb	Y	Y	Y	N	Y	Y	N		
Cathie	Y	Y	Y	Y	Y	Y	Y		
Chris	Y	Y	Y	Y	Y	Y	Y		
Dean	Y	Y	Y	Y	Y	Y	Y		
Joel	Y	Y	Y	N	Y	Y	Y		
Paul	Y	Y	Y	Y	Y	Y	Y		
Ted		Y	Y	Y	N	Y	Y		
Deb	x	n/a	n/a	n/a	n/a	n/a			

**1. Review and acceptance of March 22<sup>st</sup>, 2023 Minutes**

Approved on April 12 Cathie and Joel

**2. Treasures Update**

- CERB loan repayment- Dean and Patrick year-end 2023 - open
- Canteen inventory and end-of-day settlement - open
- Square updates-2023, Donna & Barb required - open
- Grant application (deck replacement)- Ted, Cathy (City liaison) - open
- Non-for-profit renewal – Dean, Joel, Patrick, Ted – open
- Director’s update – further work required with TD in April (Dean, Joel, Patrick) – open
- Forecast major expense – Barber Sport Surface. Approx \$10k – Closed
- Pay Scale for Stewards – Range based on experience & responsibilities
  - 19- 25,
  - Individual rates provided to Patrick for input to Quickbooks – Dean - Closed

### 3. Communications

- Website
  - Content
    - Paul will make changes based on text from Chris and forward to Kate – open
    - **Calendar of Events** – Cathie to draft the calendar. Post to Website-open
- Future Correspondence
  - Request to follow for any volunteers for social, landscaping sub-committees - open
  - GOO Directors Update – open until Dean, Joel and Patrick are in Ottawa – open
- CourtReserve Emails to Members
  - April 12<sup>th</sup> resend reminder to complete registrations- Chris/Dean
  - Remove Manager communications until the contract is complete
  - First week of May communicate Summer Plans, Services, Changes, etc.

### 4. Club Pro & Programs – Joel & Dean

- Contracts required to be written and signed by Pro's- open Ted
  - Kate to forward any Pro template TCWO may have
  - Ted created Pro contracts. Maria and Chris to sign
- Pro Insurance
  - Confirm proper insurance is in place by Pro's – open Ted
- CourtReserve – build programs and Pro lessons capabilities mid-April– open Kate
- Ask Chris if advertising on ETC fencing would help increase program sign-ups
  - Further discussion is required. Open - Chirs H and Chris C

### 5. Resourcing Committee – Joel, Barb, Dean

- Manager – TCWO shared service Model
  - Feb. 6<sup>th</sup> continue consultation and work out a contract to propose to the board Feb 20 – Dean while Joel is on vacation. Meeting planned Feb.15th
  - March 8<sup>th</sup> meeting at TCWO will confirm club manager ok to start March 15
  - Motion to proceed with TCWO shared service model with Kate H as manager. Terms March 1<sup>st</sup> to be specified in a contract taken from the Statement of Work.
    - Motion: 1<sup>st</sup> – Joel, 2<sup>nd</sup>, Carried by Board
  - March 22 – Ted to work with Kate on a formal contract with Kate & TCWO
  - Apr.12 – Contract reviewed by both parties. TCWO signed copy by May 1st

- Stewards
  - Stewards are to be provided 2 free green ETC shirts to wear while on duty -**Closed**
  - Playing while on Duty
    - Policy discussion in progress – Open
  - Work under the direction of the Court Maintenance Managers - Closed
  - Ensure all Stewards have valid First Aid (including AED/CPR) & Smart Serve - Open
  - Chris to investigate AED training on premises – Open
- Contracts
  - Ted to create contracts for Stewards and send to Dean for review – Ted open
  - Contracts to be signed and stored in Guru – Dean open

## 6. Capital projects & projected spending 2023

- Items discussed include removal and rebuilding of the practice wall, including resurfacing current space – Open
  - Board discussed a survey when proposed options are available – Cathie
  - Potential 3-year plan to re-invent the practice wall space
  - City meeting March 15<sup>th</sup> – Brent, Cathie, Dean, **see City section below**
- Replace fridge with split fridge/freezer, target April,2023 purchase - Open
- Clubhouse monitor for scrolling presentations, pics, and information – Paul to source
- Replace lines for six courts. Purchase lines and nails in 2023 – April 19 delivery **Closed**
- Added purchase of laptop or desktop to run wireless monitor feeds - Paul to source
- Signage
  - Update the signage at the gate with Rules and Regulations. Sign content to be discussed further - Open
  - Quote on a refresh of Holland Elmdale sign – Open Dean/Barb
- Shirts & Caps
  - Purchase of shirts and caps for Stewards and for Sale to Membership
    - 30 Shirts – Order 30 , Elmdale swirly ball logo
    - 15 caps – Elmdale TC inscription
    - Estimated costs provided by Chris C, see emails

## 7. Operations items:

- Replacing north area wooden backstops, Volunteer item - Open
- New members' ladder
  - Update March 22: Margot provided an overview and emailed app information. The next step is to seek feedback and implement - Open
- Added replace handrails and foot brushes removed for asphalt replacement in 2022 - Open
- Large white tournament boards to be replaced or removed – Open, Barb
- Court Preparation
  - Update March 22

- Clay delivery expected April 19<sup>th</sup>, includes other items nails, net, lines
- Shared forklift costs with TCWO

## 8. City of Ottawa 2023

### 5 Year Renewal

Discussion surrounding various City tennis clubs joining together to discuss the funding model. Joel and Chris attended an organized meeting in November 2022 involving numerous clubs across the city with different funding challenges. ETC to continue with the existing relationship with the city at this time. See Guru response from Chirs/Joel

Update March 22: City will proceed with the current agreement and extend 1 more year while they work on new agreement content. The city indicated they would work on an exclusive agreement with Elmdale and we are somewhat unique compared to other clubs.

### Project Coordination

- City staff will be removing south and possibly west side fencing to remove overgrowth of trees and shrubs. Elmdale can coordinate with city timing to reduce the cost of wall replacement, resurfacing, and replacement or rebuilding of the shed.
- March 22 Update:
  - City to complete an Elmdale walkabout on April 3<sup>rd</sup>- Closed
  - City to provide vendor contacts for capital project work -Closed
  - City to respond to a request to move the switch for court lights from the basement to the main level exterior- Open
  - City to respond to a request to install a receptacle in the partition wall, middle of and mid-way up on the north side to accommodate a new monitor - Open
  - City will look at deck and re-level it and replace any rotten boards- Open
  - City requested ETC Membership numbers and financial statement per the 5-year agreement end-of-year reporting – Open Dean to provide

**Action Cathie:** Cathie to advise city that coordination of this project is required

### Capital Request

- City indicated in the walk-thru in November that Elmdale needs to make a formal request for capital to replace the deck. Dollars will be earmarked on the capital register tracked in the 10-year capital buildings plan
  - March 22 Update: The city advises that the deck will be maintained and if a replacement is required in the future those costs will be worked out with the club per the new City Agreement ( in progress )

**Action Cathie:** Cathy to follow up with an email to the city contact

## 9. Memberships & Renewals

- Working on renewal procedure with CC Profile and prerequisite memberships
  - Kate created 5 new Memberships types - Closed
- March 22 Update: New junior members to be accepted once Renewals are complete in mid-April. FYI – there were no restrictions on the number of juniors per Matt M
- Renewals
  - Reviewed injury requests and established “On Leave” Membership – Closed
  - Begin waitlist calls on Apr 17 to replace approximately 50 members – Open

## 10. Social committee- communique to members.

- From 2022 AGM Greg McDougall to run the lobster social and to run the Wimbledon strawberry social.
- Excellent feedback from first social of the year – Royal Oak
- Events Calendar to be updated via CR – Kate working on CR widgets
- Provide dates for next socials to Kate. Review content prior to sending over to Kate – Cathie/Chris - Open

## 11. Club Opening Activities 2023

- TV and defibrillator, ball machine and laptop stored offsite
- Coordinate court prep with Matt and Volunteers - Open
- ETC to Provide pizza, coffee etc for volunteer work – Open

## 12. Miscellaneous

- Guest Passes
  - Board to continue the discussion on how to implement a volunteer or Board provided Guest pass – Open Dean/Kate
- Community Initiatives
  - Cathie & Chris C to look at community membership to a Halliday Tennis week or lessons with either Chris H. or Maria T - Open

### Board Members, Non-Board Members & Staff

Role	Directors	Back-up	Key Accountability
President & Treasurer	Dean Purdon	Catherine	Board Direction, Projects Committee Oversee financials, report to Directors and Members
Vice-President	Catharine Wood	Dean	City Liaison, Resourcing Prime & Committees
Secretary	Chris Cobb	Barb	Communications Prime (Gmail, Twitter, CourtReserve) Records, Meetings, Bylaws,
Member at Large	Joel Diener	Paul	Sponsor Prime, Manager and Pro Committee Member
Member at Large	Barb Fischer	Chris	Clubhouse, and Commissary prime, Resourcing committee member/Volunteers prime
Member at Large	Paul Cormack	Ted	Website Prime (work with Matt) and CourtReserve back-up, Projects Committee member
Member at Large	Ted Cohen	Paul	Licensing renewals, Grant application prime
<b>Non-Voting Roles</b>			
Ops Business Mgr	Patrick Faloon		Business program planning/ Payroll
Accountant	Donna		Financial Compliance
Court Maintenance Managers	Matt MacKinnon	Phillip Mach	Lead start-of-season and end-of-season maintenance Train staff -daily and ongoing mtce Provide feedback on mtce to Stewards/Mgr./Board Assist board with court infrastructure decisions
<b>Club Manager</b>	Kate Holzhter		Part-time
<b>Steward</b>	Maxwell Magnusson		Full-time
<b>Steward</b>	Paul Morrison		Full-time
<b>Steward</b>	Leo Keenan		Full-time
<b>Steward</b>	Desmond Thomas		Full-time
<b>Steward</b>	Brody Good		Part-time

## ETC Board - Record of Decisions

2022-2023

<b>Meeting Date</b>	<b>Description</b>	<b>Resolution</b>	<b>Carried or denied</b>
Nov 4, 2022	No voting decisions	n/a	n/a
Dec 5, 2022	New Board Member	Ted Cohen as Director	Carried All
Jan 9, 2023	2023 Membership Fees	5% increase Adult and Family only	Carried All
Feb 6, 2023	No voting decisions	n/a	n/a
Mar 1, 2023	TCWO Manager Share	Hire Kate H as Manager	Carried All
Mar 15, 2023	Clay and Expenses \$12k	Approved spending	Carried All
Apr.1, 2023	No voting decisions	n/a	n/a