

Minutes & Record of Decision

Aug 22, 2023

Start: 1900

End: 21:05

Next Meeting:

Date TBD

Attendees: Zoom Meeting

	12-4	12-5	1-9	2-06	3-1	3-22	4-12	5-1	5-23	6-6	6-28	7-30	8-22
Barb	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y	N	Y
Cathie	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N
Chris	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Dean	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Joel	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Paul	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Ted		Y	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y
Kate									Y	N	N	N	N
Max									N	N	N	N	N

1. Review and acceptance of June 28, 2023 Minutes

June 28, 2023 Minutes approved

2. Treasures Update

- CERB loan repayment- Dean and Patrick year-end 2023
 - July 30 – Payment can be made online with TD
- Grant application (deck replacement)- Ted, Cathy (City liaison)
 - July 30 – Ted to investigate further for potential deck replacement in 2024
- Non-for-profit renewal – Dean, Joel, Patrick, Ted
 - July 30 – Open
- Elmdale Open Charity
 - July 30 – Board to write a cheque to Cornerstone – Housing for Women in the amount of \$3000.00.
 - Joel delivered cheque to Cornerstone. -Closed

3. Communications

- Website
 - Content
 - Paul will make changes based on text from Chris and forward to Kate-Open
 - Minutes from 2023 minutes to be posted – Dean Open
- Twitter
 - July 30 – Twitter changed policy to court updates cannot be seen unless logged into Twitter. Twitter moved to ETC Facebook presence to work around Twitter change.
 - Aug.22 – Twitter reverted to the previous policy. Twitter now called “X” – Closed
- AGM
 - Aug.22 – Preparation discussions for AGM Sept.23 10:00 – 12:00
 - Input requested from Directors, Stewards and Pro’s
 - Director nominations to be posted at per governance doc
 - Members to be notified via email – Chris C.

4. Club Pro & Programs – Joel & Dean

- Contracts required to be written and signed by Pro’s- open Ted
 - Ted created Pro contracts. Maria and Chris to sign
 - Chris has a revised contract in hand to sign
 - Mariya requested changes and will also sign
 - July 30 – Closed with both contracts signed.
 - July 30 – 2024 contract to include ETC Goodwill.
 - July 30 – Motion that Halliday tennis banner cost be covered by Elmdale for 2023 due to work done by Chris as part of the Elmdale Open.
 - Motion: Cathy, Seconded by Chris - Closed
- **Kate Updates on Programs and Pros May 23**
 - July 30 – Kate and Mariya continue to manage program offerings with changes made in C/R - Closed
 - Aug 22 – Fall programming released and advertised in Member email - Closed

5. Resourcing Committee – Joel, Barb, Dean

- Stewards
 - Playing while on Duty
 - Policy discussion in progress – Open
 - May 1 -Max is to be advised that the board wants to see less playing by Stewards. Don’t wear Elmdale green while playing and off work
 - July 30 – Board agrees to notify Stewards they are not to play tennis while on duty. Dean to email or meet with stewards and discuss further. Playing while on personal break time is not condoned. - Closed

- Steward Position
 - July 30 – Interview completed and Zack Farah added as Steward, part-time
 - Hired - Closed
 - July 30 – Interview completed and Gabrielle Moore as Steward, part-time
 - Hired Closed
 - July 30 – Part-time Stewards and a full-time Steward are required. Search to continue
 - Post in Clubhouse request/ Website – Dean/Barb
 - Dean to email Chris H
 - Cathy to email Matt
 - Joel to contact Gary – Performance tennis and TCWO Kate
 - Aug 22 – Jenna McClure and Chris Goldrick to be interviewed and have subsequently been hired - Closed

- Steward procedures
 - June 28 - Max to update his checklist with specific tasks – Open Max/Barb
 - Max is updating the Managers Manual
 - Aug 22. Closed she Google Drive
- Manager Position
 - August 22 – Beginning for discussion for 2024 manager position. Further discussion required.
 - Position to be post this fall

- Fall Schedule
 - August 22 – Barb to review and schedules and meet with Stewards – Open
- Ladder
 - Aug 22 – Leo to assume Ladder prime from Max for Sept. ladder. Max provided a link for 2024 Ladder software. Closed

- **Vulnerable Sector Check 2024**
 - **June 28** - Open for future discussions
 - Would we want to pay for this check, approx. \$80
 - Ted to create a policy for hiring and VSC, new hires

6. Operations items:

- Replacing north area wooden backstops, Volunteer item
 - July 30 – Paul Cormack to prime this and coordinate with Matt, Phil, Volunteers and Steward

- **Gardens**
 - July 30 – Leona offered to do some further work on the gardens - Closed

7. 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.
- Aug 22 – Interim City proposal to signed and returned. Ted has reviewed the document. Dean to provide additional documents requested and email City. - Open

• 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.
- City will look at deck and re-level it and replace any rotten boards- Open
- Presidents Meeting April 17. See meeting minutes in Guru
- Aug 1 – City has provided an estimated cost for the removal of the shed, practice wall, asphalt, and replacement of asphalt. Items missing are drainage and fencing requirements. Estimates forwarded to Board for review and comments
- Aug.22 – Estimated removal and build cost approx. \$120k. City to proceed with wall removal only in 2023. Timing not provided

City 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)
- Design for a new shed required
 - June - Quote from Northern Shed -Approximately 15K

- Capital I Expense Planning 2023- 2028
 - July 30, Board to create a 5-year capital expense plan
 - Deck
 - Fencing
 - Playing surface (see estimate from Barber)
 - Lightning

8. Memberships & Renewals

- **Waitlist Management**
 - July 30 Dean to edit the list and highlight changes - Open

9. Events & Socials

- **Next Socials to be planned – Open Cathy**
 - August 17 – Wine and Cheese
 - Paul C to DJ
 - August 26 – Davis Cup Doubles – 8 countries’ potluck
 - Chris to generate an email for member distribution
 - \$50 expenses approved
 - Sept. 8-16-Singles Club Championships
 - Sept.23-30 - Doubles Club Championships
 - AGM September 23, 10:00 – 12:00
 - Input request sent to Board, Stewards
 - Oct.7th - Club Championship proposed BBQ

10. Miscellaneous

- Community Initiatives
 - Cathie & Chris C to look at community membership to a Halliday Tennis week or lessons with either Chris H. or Maria T - Closed
- Special Considerations
 - July 30 – Roman H. membership can be used by her husband. Guest fees will be waived by the Stewards. Stewards and family advised - Closed
- OTLBC Request
 - July 30th - Offer courts and send Max and Stewards a note. Advise it will be free. Two days in advance. Call 613-729-3644
 - Aug. 22 - Closed

Board Members, Non-Board Members & Staff

Elmdale Role	Name	Accountability	Back-up	Responsibility
President & Treasurer	Dean Purdon	Officer GOO Director TD Signing Auth-TD	Catherine	Board Direction, Projects Committee Oversee financials, report to Directors and Members
Vice-President	Catharine Wood	Officer GOO	Dean	City Liaison, Resourcing Prime & Committees Social Prime
Secretary	Chris Cobb	Officer GOO	Barb	Communications Prime (Gmail, Twitter, CourtReserve) Records, Meetings, Bylaws,
Member at Large	Joel Diener	Director GOO Director TD Signing Auth-TD	Paul	Sponsor Prime, Pro Prime
Member at Large	Barb Fischer	Director GOO	Chris	Clubhouse, and Commissary prime, Resourcing committee member Steward Prime

Member at Large	Paul Cormack	Director GOO	Ted	Website Prime /Technology (work with Matt) and CourtReserve back-up, Projects Committee member	
Member at Large	Ted Cohen	Director GOO	Paul	Grants Licensing and Contracts	
Non-Voting Roles					
Ops Business Manager	Patrick Faloon	Signing Auth-TD		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	
Consultant	Kate Holzhter				Part-time
Steward	Maxwell Magnusson				Full-time
Steward	Paul Morrison				Full-time
Steward	Leo Keenan				Full-time
Steward	Desmond Thomas				Full-time
Steward	Brody Good				Part-time
Steward	Zack Farah				Part-time
Steward	Gabrielle Moore				Part-time
Steward	Jenna McClure				Part-time
Steward	Chris Goldrick				Part-time

ETC Board - Record of Decisions

2022-2023

Meeting Date	Description	Resolution	Carried or denied
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
Apr.12	No voting decisions	n/a	n/a
May 1	No voting decisions	n/a	n/a
May 23	No voting decisions	n/a	n/a
June 28	No voting decisions	n/a	n/a
July 30	Halliday Banner	\$500 cost absorbed by ETC	Carried 6-1
Aug 22	Cornerstone Charity	\$3000	Carried 6