

ELMDALE TENNIS CLUB BOARD MEETING

DECEMBER 13 2023

Present: Dean Purdon (President), Cathy Wood (Vice-President) Oliver Saner (Treasurer), Chris Cobb (Secretary), and members at large Ted Cohen, Barb Fischer, and Paul Cormack.

Apologies: None.

Meeting type: In person

Start of Business: 7:30

Minutes of November 01, 2023 board meeting adopted unanimously.

The board formalized its various roles as noted above. Dean, Cathy, Oliver, and Chris will comprise the executive committee.

Oliver Saner agreed to assume the role of Treasurer. Proposed: Catherine Wood; seconded Dean Purdon.

Dean noted that all the necessary paper work re transfers of responsibility to the new treasurer is now complete. This refers to information required by the Government of Ontario and the TD Bank.

Treasurer: Oliver has begun work on a 2024 budget taking into consideration, an AGM request, to create a capital plan for future major projects/spends.

Dean also noted that the Club has repaid \$30,000 to CRA in funds received through the COVID-related Canada Emergency Business Account (CEBA). The ETC's CEBA loan was \$40,000 of which \$10,000 was assessed to be forgivable.

Tips generated during the season have been distributed to stewards based on the number of hours worked. Stewards shared approximately \$2600 thanks to the generosity of our Members and Guests.

Ted Cohen agreed to take the lead on bringing the ETC in compliance with new regulations under the Ontario Not-for-Profit Corporations Act (ONCA). The deadline for full compliance is October 18, 2024. Fellow board members thanked Ted for taking on this task and for shouldering the vast amount of work it entails. Due largely to Ted and Dean's efforts last season, ETC is already partially in compliance with the new act.

Our pros: Both Chris and Mariya will be returning for the 2024 season. Mariya has expressed an interest in running a camp. Chris and Mariya have agreed to present their plans to the board.

We will then assess their proposed court times to ensure that sufficient time is allowed for members' matches. We have detailed records of previous seasons' court use—most popular days, most popular times etc. This guides us in making court allotment decisions.

2024 Communications: Along with regular email blasts to members, all our communication will be moving to Court Reserve. This will be the primary source for all information, including court closures due to weather and club events both tennis-related and social. We agreed to close the ETC Facebook page, which has been dormant and unused and will also no longer use Twitter (X).

The Board decided unanimously to use Court Reserve as our 'one-stop-shop' because not all members are on social media and have been missing communications. However, all members must use Court Reserve to book courts.

Our website will remain part of our communications. Because Court Reserve is for members only, the website will also be our public face. We're aware that not all members read club emails, or skip over content. So the website will be a back-up for more detailed announcements, board decisions, and social and tennis event photos etc. We are in the throes of having old material removed from the website to freshen the look and the content.

Staffing 2024: The board agreed to hire a full-time manager for the 2024 season to oversee all aspects of the club operations, including steward shifts. We will be advertising the position in late January and, following the interviewing process, plan to fill the position in time for pre-season preparations. We will also be advertising our steward positions and asking applicants to submit resumes.

Miscellaneous: The City was supposed to remove the practice wall before the end of last season but didn't to the job. The Board wrote to Councillor Jeff Leiper and Dean asked him about it during a chance encounter. Councillor Leiper agreed to pursue the matter.

Dean will provide the year-end summary documents to the City of Ottawa outlined in the City Agreement for 2023.

The board is delighted to report that Elmdale's BBQ king Joel Diener has agreed to take on the volunteer role of business liaison. Joel did a fabulous job last season of involving the local business community in Elmdale's various events. Most obviously the revenue-generating banners that adorned the fence. Joel will identify similar opportunities throughout the season, including the Open and Club Championships. And he might, just might, be seen behind the Elmdale BBQ collection on special occasions.

End of business. 9 p.m.

