

## ELMDALE TENNIS CLUB

Board Meeting February 21, 2024

Present: Cathy Wood (V-P), Barb Fischer, Oliver Saner (Treasurer), Ted Cohen,

Chris Cobb (Secretary)

Apologies: Dean Purdon (President), Paul Cormack.

Meeting began: 7.30 p.m.

**Budget Review:** In late January Elmdale received 5 invoices from the City of Ottawa titled “Hydro Recovery Costs” dated back to 2019. The city indicated that these bills were not issued due to a clerical issue caused by a staff member retiring. Upon requests for further information on the invoices such as a month-by-month breakdown of costs it was clear that the invoices were inaccurate as they stated hydro use was higher during the winter months when the club is closed than during the summer. Upon further questioning from Elmdale’s Treasurer the city has cancelled the previous invoices and are further investigating the matter internally. For the time being the board has determined that Elmdale will wait for the city to provide further information however it does acknowledge that some payment will likely be required in the future.

b. The Board agreed unanimously to hire an accountant to conduct an audit of ETC. The treasurer will make inquiries with local firms with a view to finding a suitable candidate to do the work and advise on the cost before going ahead. It’s necessary to hire an auditor for three reasons:

1. There appears to be no record of an Elmdale audit having been conducted, at least within living memory;
2. Government of Ontario’s updated Ontario's Not-for-Profit Corporations Act (ONCA) requires us to take this action
3. We are unable to apply for a Trillium grant to improve our facility unless we can show the results of an audit.

For context: Although the Ottawa Tennis and Lawn Bowling Club in Ottawa South is a significantly larger facility than Elmdale, its board conducts an audit annually.

**ONCA Compliance.** Ted Cohen is leading our ONCA compliance. This is hugely important and complex. The Board agreed unanimously with Ted’s request that we hire a lawyer experienced in not-for-profit ONCA compliance to help us through the process.

**Staffing for 2024:** We have received numerous and impressive applications for our steward and manager positions. We agreed that prior to the formal interview process Ted Cohen would send emails to those chosen for interviews to pre-check their understanding of the duties involved; timing and lengths of shifts etc. Ted, Cathy Wood and Chris Cobb will conduct the interviews.

**Memberships:** The Board agreed to open membership renewals to existing members beginning April 1. Existing members will have two weeks to renew. Non-renewals will be considered cancellations. We have a waitlist of potential members who will be offered remaining memberships.

**Pre-season social:** We agreed to hold a social for members in late March at the Royal Oak pub. Date to be decided.

Meeting closed: 9.20 p.m.