

Minutes & Record of Decision

Jan 9, 2023

Start: 1930

End: 2115

Attendees:

	12-4	12-5	01-9			
Barb	Y	Y	Y			
Cathie	Y	Y	Y			
Chris	Y	Y	Y			
Dean	Y	Y	Y			
Joel	Y	Y	Y			
Paul	Y	Y	Y			
Ted		Y	Y			
Ted						
Deb	x	n/a	n/a	n/a	n/a	n/a

1. Review and acceptance of 4 November 2022

Accepted. All

2. New Board Member

Ted Cohen accepted a position on the Board due to an unforeseen requirement to replace a retiring Board member. Ted will need membership approval to continue in 2024. See the chart below.

3. Board Roles, Non-Board Member Roles

Non-voting board members: Board is to send an email response back to Matt McKinnon and Phil Mach regarding their request to formalize their role as court operations managers.

Action item- Dean, issued Dec.15th

Taken from Phil's email Oct.6th 2022. See email response Dec.15

- Lead start-of-season and end-of-season maintenance work (including sprinkler system set-up, vendor support procedures)
- Train staff on daily and occasional maintenance work (initial and ongoing staff training as required)
- Provide feedback on daily and occasional maintenance work (to Stewards, Manager, and Board as required)
- Help the board with court infrastructure decisions and implementation (i.e., sprinkler systems, etc.)

4. Club Closing Activities 2022

- **Closed Dec.5** – All items closed.
 - TV and defibrillator, ball machine and laptop stored offsite for security purposes.
 - Moved city planning to next meeting agenda – see, City 2023 Plan

Board Members, Non-Board Members & Staff

Role	Name	Back-up	Key Accountability
Board Members			
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
Non-Voting Roles			
Operations Business Manager	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
Club Manager			
Steward			
Steward			
Steward			

Steward			
Steward			
Steward			

5. Treasures Update

- Summary of Bank statement – presented not posted Dec.5th
- GIC \$ amount decision/planning – move to Jan 9th agenda
- CERB loan repayment- Dean and Patrick year-end 2023
- Final payroll tax and GST submissions – Patrick/Donna-complete
- Canteen inventory and end-of-day settlement- move to Jan 9th agenda
- Square updates-2023, Donna required- move to Jan 9th agenda
- Grant application (deck replacement)- Ted, Cathy (City liaison)
- Non-for-profit renewal – Dean, Joel, Patrick

6. Communique to all ETC current members to go out January 2023

- Information to be disseminated to include the 2023 ETC Board 2023 season calendar to be released prior to the club opening
- opening for a club manager and at least one steward positions forecast for next season (job descriptions attached/to be disseminated more broadly in 2023)
- continued engagement with our city partners on landscaping and club maintenance
- request to follow for any volunteers for social, landscaping & tournament sub-committees

Action item- Chris

7. City of Ottawa 2023

a. 5 Year Renewal

Discussion surrounding various City tennis clubs joining together to discuss the funding model. Joel and Chris attended an organized meeting 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

b. Project Coordination

- City staff will be removing south and possibly west side fencing to removing overgrowth of trees and shrubs. Elmdale can coordinate with city timing to reduce cost of wall replacement, resurfacing and replacement or rebuild of shed.

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

c. 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

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

8. Resourcing Committee

- to ensure Head Pro, Manager and Stewards are in place as soon as practicable. Job descriptions to be reviewed/updated as required.

Action: Joel, Barb, and Dean.

9. Capital projects & projected spending 2023

- Items discussed include removal and rebuilding of the practice wall, including resurfacing current space
- Replace fridge with split fridge/freezer, target April, 2023 purchase
- Clubhouse monitor for scrolling presentations, pics, information,
- Clay replenishment – learning, cross courts from Byron when dry
- Replace lines for six courts. Purchase lines and nails in 2023

10. Operations items:

- Replacing north area wooden backstops, Volunteer item-
- New members' ladder – Margot offered to organize prior to the start of the season
- Staff name tags
- Club signs re: dress and department- Dean, Joel to update
- Liquor license renewal – Dean, Barb

11. Miscellaneous items:

- Membership waitlist to be updated – Cathy, Joel, Paul
- Website upgrade – Paul with help from Matt – Framework complete. Content to be updated
- Social committee- communique to members. From 2022 AGM Greg McDougall to run the lobster social and to run the Wimbledon strawberry social. Other events to be coordinated and included in the 2023 calendar of events.
- Large white tournament boards to be replaced - Barb

Next Meeting: Feb 6, 2023

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

January 9th Meeting Minutes and ROD Chris Cobb – See below

Minutes from Elmdale Board of Directors meeting

January 9 2023

DECISIONS.

- We welcomed Ted Cohen to the Board. Under club rules, a board member can be added without a member vote if an existing member withdraws and creates a vacancy. If the added member seeks another term, his/her tenure is subject to a vote at the next annual meeting.

Adult and family fees for 2023 by 5 per cent. This is below the current rate of inflation but necessary to help meet increased costs for goods and services necessary for the club's functioning. As part of the effort to attract younger members to the club, Junior fees will not be increasing. The cut off age for children who are part of family memberships remains at 19.

- All membership fees for 2023 will be paid through CourtServe via credit card. This more efficient method takes advantage of CourtServe's versatility and makes the recording of guest visits more accurate. Guest fees will automatically be paid by members' credit cards registered in CourtServe.
- The club will add an estimated 20 individual members from the wait list due to expected attrition.

- After discussions with pro Chris Halliday he will be returning for the new season. We will also be hiring pro Mariya Toncheva who will coach with us on a part time basis. Chris will also be in charge of summer camps in whatever form they take.
- To help with members' vacation planning, we will be issuing a calendar of events at the start of the season.
- We will be replacing the shed behind court one.

DISCUSSIONS

- The Board discussed the possibility of a new managerial arrangement proposed by Joel Die ner. This would involve a manager from the West Ottawa Tennis Club overseeing the staff at Elmdale. No decision was reached but it was agreed that Joel and Dean should continue the conversation with West Ottawa and report back to the Board.

(The position of Elmdale manager role is likely to be impacted by any decision related to the potential arrangement with West Ottawa).

- The Board also discussed the future of the practice wall. According to one estimate, fixing the wall could cost up to \$60,000. Ideas floated included repairing the wall; moving it or removing it. If removed, it was suggested a mini-court might replace it.
- Longer term improvements to the clubhouse and grounds will be expensive and longer term. The City appears to be moving in the direction of asking clubs to take on more costs which means alternative sources of funding will be necessary, especially for larger projects. Options include applying for a grant from Trillium.

The meeting adjourned after two and a half hours.

Next meeting?