

Minutes & Record of Decision

July 30, 2023

Start: 1205

End: 1416

Next Meeting: Tuesday, August 22, 2023 at 7:00 p.m.

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 |
|--------|------|------|-----|------|-----|------|------|-----|------|-----|------|------|
| Barb | Y | Y | Y | N | Y | Y | N | Y | Y | Y | Y | N |
| Cathie | Y | Y | Y | Y | Y | Y | Y | Y | Y | N | Y | Y |
| Chris | 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 |
| Joel | Y | Y | Y | N | Y | Y | Y | Y | Y | Y | Y | Y |
| Paul | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | N | Y |
| Ted | | Y | Y | Y | N | Y | Y | N | N | Y | Y | Y |
| Kate | | | | | | | | | Y | N | N | N |
| Max | | | | | | | | | N | N | N | N |
| | | | | | | | | | | | | |

1. Review and acceptance of June 28, 2023 Minutes

June 28, 2023, carried forward to Aug.22 meeting

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. Cheque request sent to Patrick F.

3. Communications

- Website
 - Content
 - Paul will make changes based on text from Chris and forward to Kate-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.

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
- **Kate Updates on Programs and Pros May 23**
 - July 30 – Kate and Mariya continue to manage program offerings with changes made in C/R

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 stewards
- Steward Position
 - June 28 -Looking to hire part-time Stewards in July to cover back to school Stewards in August/Sept and October
 - June 28 - Schedule of shifts to be updated to year-end Max
 - June 28 - 2 Stewards presented as candidates. Interview to follow
 - July 30 – Interview completed and Zack Farah added as Steward, part-time
 - July 30 – Interview completed and Gabrielle Moore as Steward, part-time
 - 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

- Steward procedures
 - **June 28** - Max to update his checklist with specific tasks – Open Max/Barb
 - Max is updating the Managers Manual – Open Max
- **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.
- **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**

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
- **Yoga Event**
 - July 30 – board discussion and agreement to not proceed with this event. Dean to email Dabrowka to inform her of this decision

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 – Open

- 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
 - July 30 – Board will proceed as discussed on 3 separate Member complaints as discussed during the meeting. See Guru for email summaries
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- 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

- NTCA Requesting Courts
 - July 30th - Offer a smaller number of courts, 10 hours, than 16 requested
 - Request is for Aug 21,22,23,25 Courts #4,#5,#6 from 7:00 – 11:00
 - Discuss Court fee: Dean/Beth
 - Note: We also have an event on the 26th utilizing 3 courts 3-6 but this will **not** be impacted by this request.

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 |

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|-------------------|-------------------|--|--|--|-----------|
| | | | | | |
| Consultant | Kate Holzhuter | | | | 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 |

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 |