

# Minutes & Record of Decision

## June 6, 2023

Start: 1930

End: 10:05

Next Meeting: June 6, 2023

Attendees: Zoom Meeting

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

### 1. Review and acceptance of May 1 and May 23, 2023 Minutes

Approved minutes May 1 & May 23 – emailed responses

### 2. Treasures Update

- CERB loan repayment- Dean and Patrick year-end 2023 - open
- Canteen inventory and end-of-day settlement - open
- Grant application (deck replacement)- Ted, Cathy (City liaison) - open
- Non-for-profit renewal – Dean, Joel, Patrick, Ted – open
- Director’s update – further work required with TD in April (Dean, Joel, Patrick) – Closed
  - TD Bank has removed all past Directors and updated Directors Dean Purdon, Joel Diener with Patrick Faloon as signing authority
  - Gov’t of Ontario portal has been updated with active Directors, see chart below
- Insurance Gallagher – Closed Ted
  - New policy effective May 10<sup>th</sup> will now include additional Events coverage that was not in previous policies. Policy documents to be provided by carrier and distributed to board members

### 3. Communications

- Website
  - Content Changes
    - Paul to coordinate and send proposed changes to Board prior to changes
    - Kate to make actual Website changes when approved
    - Archiving older pages on website in progress - Kate
- Future Correspondence
  - Request to follow for any volunteers for social, landscaping sub-committees
    - Closed – Cathie W has list of volunteers
- CourtReserve Emails to Members
  - Remove Manager (Consultant) communications until the contract is complete
    - Closed - TCWO contract finalized May 31

### 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
  - June 6 – contracts updated with programming. Signatures requested
- Ask Chris if advertising on ETC fencing would help increase program sign-ups
  - Further discussion is required. Open - Chirs H and Chris C
  - Closed June 1 – Agreement to move second ETC sign to Byron fence line

### Kate Updates on Programs and Pros May 23

Maria – 4 programs and only 2 are filled and the 3<sup>rd</sup> only has 2 players ( 6 weeks )

- Prorate option to move program down to 4 weeks
- Modify programs – Learn to Rally etc.
  - Open Kate, to discuss will discuss with Maria
  - Programs provided by Maria and added to CR - Kate

### 5. Resourcing Committee – Joel, Barb, Dean - Closed

- Manager/ Consultant – TCWO shared service Model

- Feb. 6<sup>th</sup> continue consultation and work out a contract to propose to the board Feb 20 – Dean while Joel is on vacation. Meeting planned Feb.15th
  - March 8<sup>th</sup> meeting at TCWO will confirm club manager ok to start March 15
  - Motion to proceed with TCWO shared service model with Kate H as manager. Terms March 1<sup>st</sup> to be specified in a contract taken from the Statement of Work.
    - Motion: 1<sup>st</sup> – Joel, 2<sup>nd</sup>, Carried by Board
  - March 22 – Ted to work with Kate on a formal contract with Kate & TCWO
  - Apr.12 – Contract reviewed by both parties. TCWO signed copy by May 1<sup>st</sup>
  - May 1<sup>st</sup> – Contract referred back to TCWO for signatures
  - June 6 – Contract signed and stored in Guru – Closed
- **Vulnerable Sector Check Discussion**
    - Board agreed we should move towards having all new hires submit a VSC
    - Ted to create a policy for VSC
    - Approximate cost is \$80
- **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
    - Ensure all Stewards have valid First Aid (including AED/CPR) & Smart Serve
      - June 6 – Closed, Certificates stored in Guru
    - List of Steward procedures
      - Max to up his checklist with specific tasks – Open Max/Barb
      - Max is updating the Manager's Manual – Open Max

## 6. Capital projects & projected spending 2023

- Items discussed include removal and rebuilding of the practice wall, including resurfacing current space – Open
  - Board discussed a survey when proposed options are available – Cathie
  - Potential 3-year plan to re-invent the practice wall space
  - City meeting March 15<sup>th</sup> – Brent, Cathie, Dean, *see City section below*
- Clubhouse monitor for scrolling presentations, pics, and information
  - June 6 – Closed, monitor installed and ready to any promotional material
- Signage
  - Update the signage at the gate with Rules and Regulations. Sign content to be discussed further - Open
- **Shirts & Caps - Closed**
  - Purchase of shirts and caps for Stewards and for Sale to Membership
    - 30 Shirts – Order 30 , Elmdale swirly ball logo

- 15 caps – Elmdale TC inscription
- Estimated costs provided by Chris C, see emails
- June 6 – Closed, shirt delivered and up for sale

## 7. Operations items:

- Replacing north area wooden backstops, Volunteer item - Open
- New members' ladder
  - May 23 Ladder software purchased and event created – Closed
  - Registration closed and Max is creating blocks within Ladder
  - May 23 - Email to registrants to follow shortly from Max
  - June 6 – Closed, Ladder up after a few technical issues were resolved
- Added replace handrails and foot brushes removed for asphalt replacement in 2022 – Open
  - June 1 – Max to add to worklist for completion. Volunteers may be requested to assist with this project
- **Gardens**
  - Volunteer gardener needed. Cathie to follow up - Open

## 8. 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.

June 6 – Ted walked through the contract with Dean and logged non-compliance issues that will be tabled at a future meeting

### 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.
- March 22 Update:
  - City to complete an Elmdale walkabout on April 3<sup>rd</sup>
    - **Closed**

- City to provide vendor contacts for capital project work
  - **Closed**
- City to respond to a request to move the switch for court lights from the basement to the main level exterior
  - - Closed, work completed
- City to respond to a request to install a receptacle in the partition wall, middle of and mid-way up on the north side to accommodate a new monitor
  - Closed, work completed
- City will look at deck and re-level it and replace any rotten boards
  - Open
- City requested ETC Membership numbers and financial statement per the 5-year agreement end-of-year reporting
  - Closed, Reporting provided to City
- Presidents Meeting April 17 Update
  - Closed See meeting minutes in Guru
- Fencing and Wall and Shed project
  - June 6- No word on fencing and wall project. Cathie sent email for an update
  - Design for a new shed required – Open Dean after May 15<sup>th</sup>

### 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 )
- May 15, City Update: new Manager looking after Elmdale, replaces Darren
  - **Action Cathie:** Cathy to follow up with an email to the city contact

## 9. Memberships & Renewals

- Renewals
  - Begin waitlist calls on Apr 17 to replace approximately 50 members
    - June 6 Closed Memberships back to 2022 levels
- **Waitlist Management Discussion**
  - Review options for management going forward.
  - Kate suggested using edit features to keep the list accurate
  - Dean to edit the list and highlight changes - Open

## 10. Social committee- communique to members.

- Socials & Guests – unless specified and a Guest fee is planned Elmdale socials are for Members only – [Open May 23](#)
- **Next Socials to be planned – Open Cathy**
  - June 15 Wine and Cheese
  - July 29 – Surf and Turf
    - From 2022 AGM Greg McDougall to run the lobster social and to run the Wimbledon strawberry social.
  - Wimbledon Breakfast
  - Elmdale Open July 14-23
    - [June 6 ETC Board to organize event with Chris prime to organize the tennis tournament Tennis by Chris](#)
  - US Open - Saturday

## 11. Miscellaneous

- Guest Passes
  - Board to continue the discussion on how to implement a volunteer or Board provided Guest passes
  - [June 6, Kate will work on a template for Guest passes](#)
- 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](#)
- Dog policy: Stewards sent an email to advise members to kindly leave dogs off the court while playing
  - [May 31 – Closed, email issued](#)
- Signage: Need to post a sign on the kitchen door so Members and Guests understand the kitchen is a Staff Only Area
  - [June 6 – Closed, sign installed on the kitchen door](#)

### 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
<b>Non-Voting Roles</b>				
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
<b>Consultant</b>	Kate Holzhter			<span style="color: green;">Part-time</span>

<b>Steward</b>	Maxwell Magnusson				Full-time
<b>Steward</b>	Paul Morrison				Full-time
<b>Steward</b>	Leo Keenan				Full-time
<b>Steward</b>	Desmond Thomas				Full-time
<b>Steward</b>	Brody Good				Part-time

## ETC Board - Record of Decisions

### 2022-2023

<b>Meeting Date</b>	<b>Description</b>	<b>Resolution</b>	<b>Carried or denied</b>
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 6	No voting decisions	n/a	n/a