

Minutes & Record of Decision

March 22, 2023

Start: 1900

End: 2100

Next Meeting: April 12, 2023

Attendees: Zoom Meeting

	12-4	12-5	1-9	2-06	3-1	3-22	4-12	
Barb	Y	Y	Y	N	Y	Y		
Cathie	Y	Y	Y	Y	Y	Y		
Chris	Y	Y	Y	Y	Y	Y		
Dean	Y	Y	Y	Y	Y	Y		
Joel	Y	Y	Y	N	Y	Y		
Paul	Y	Y	Y	Y	Y	Y		
Ted		Y	Y	Y	N	Y		
Deb	x	n/a	n/a	n/a	n/a	n/a		

1. Review and acceptance of March 1st, 2023 Minutes

Approved on March 22th

2. Treasures Update

- CERB loan repayment- Dean and Patrick year-end 2023 - open
- Canteen inventory and end-of-day settlement - open
- Square updates-2023, Donna & Barb required - 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) - open

3. Communications

- Website
 - Content
 - Calendar created on website. Kate and Paul will make changes based on text from Chris – open
- Future Correspondence
 - Request to follow for any volunteers for social, landscaping sub-committees - open
 - GOO Directors Update – open until Dean, Joel and Patrick are in Ottawa – open

- CourtReserve Emails to Members
 - Next communications resend for Social March 26 with RSVP
 - March 28th Membership Renewal Heads-up
 - First week of April communicate Summer Plans, Services, Changes etc

4. Club Pro & Programs – Joel & Dean

- Contracts required to be written and signed by Pro's- open Ted
 - Kate to forward any Pro template TCWO may have
- Insurance
 - Confirm proper insurance is in place by Pro's – open Ted
- CourtReserve – build programs and Pro lessons capabilities mid-April– open Kate
- Ask Chris if advertising on ETC fencing would help increase program sign-ups
 - Further discussion is required. Open - Chirs H and Chris C

5. Resourcing Committee – Joel, Barb, Dean

- Manager – TCWO shared service Model
 - Feb. 6th 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 8th 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 1st to be specified in a contract taken from the Statement of Work.
 - Motion: 1st – Joel, 2nd, Carried by Board
 - March 22 – Ted to work with Kate on a formal contract with Kate & TCWO
- Stewards
 - to ensure Head Pro, Manager and Stewards are in place as soon as practicable. Job descriptions to be reviewed/updated as required – **Closed**
 - Attire: Stewards are to be provided 2 free green ETC shirts to wear while on duty – Open - Cathy to source (check with Chris for a vendor website)
 - Stewards, Max, Leo, Paul & Desmond confirmed March 24th Need to inform Brody G (possible part-time position) – Open Dean
 - Ensure all Stewards have valid First Aid (including AED/CPR) & Smart Serve - Open
 - Chirs to investigate AED training on premises – Open

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 15th – Brent, Cathie, Dean, *see City section below*
- Replace fridge with split fridge/freezer, target April,2023 purchase

- Clubhouse monitor for scrolling presentations, pics, and information – Paul to source
- Clay replenishment – learning, cross courts from Byron when dry - **Closed**
- Replace lines for six courts. Purchase lines and nails in 2023 – April 19 delivery **Closed**
- Added purchase of one spare net – completed - **Closed**
- Added purchase of laptop or desktop to run wireless monitor feeds - Paul to source
- Signage
 - Update the signage at the gate with Rules and Regulations. Sign content to be discussed further - Open
 - Quote on a refresh of Holland Elmdale sign – Open Dean

7. Operations items:

- Replacing north area wooden backstops, Volunteer item - Open
- New members' ladder – Margot offered to organize prior to the start of the season and present at next board meeting – Open
 - Update March 22: Margot provided an overview and emailed app information. The next step is to seek feedback and implement - Open
- Added replace handrails and foot brushes removed for asphalt replacement in 2022 - Open
- Large white tournament boards to be replaced – Open, Barb
- Court Preparation
 - Update March 22
 - Clay delivery expected April 19th, includes other items nails, net, lines
 - Forklift to move material onto the court and to shed provided courts are dry

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 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. 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.

- **March 22 Update:**
 - City to complete an Elmdale walkabout on April 3rd.
 - City to provide vendor contacts for capital project work
 - City to respond to a request to move the switch for court lights from the basement to the main level exterior
 - 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
 - City will look at deck and re-level it and replace any rotten boards
 - City requested ETC Membership numbers and Financial statement per the 5-year agreement end of year reporting – Dean to provide

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

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)

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

9. Membership

- Working on renewal procedure with CC Profile and prerequisite memberships
- Membership waitlist to be updated – Cathy, Joel, Paul
- Membership numbers 2023 – meeting notes Jan 9th (approx. 20 new Memberships)
- **March 22 Update:** New junior members to be accepted once Renewals are complete in mid- April. FYI – there were no restrictions on the number of juniors per Matt M). Kate has set C/R so additional Jr Memberships can be issued mid- April

10. Social committee- communicate 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.

11. Miscellaneous

- **Calendar of Events – Open,** Cathie to draft the calendar. Post to Website

12. Board Roles, Non-Board Member Roles - Closed

Action item- Dean, issued Dec.15th – Revisit in April 2023

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.)

13. Club Opening Activities 2023

- Repatriate
 - TV and defibrillator, ball machine and laptop stored offsite

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	Kate Holzhter		
Steward	Maxwell Magnusson		
Steward	Paul Morrison		
Steward	Leo Keenan		
Steward	Desmond Thomas		

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