

# Minutes & Record of Decision

## May 23, 2023

Start: 1930

End: 2120

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
Barb	Y	Y	Y	N	Y	Y	N	Y	Y
Cathie	Y	Y	Y	Y	Y	Y	Y	Y	Y
Chris	Y	Y	Y	Y	Y	Y	Y	Y	Y
Dean	Y	Y	Y	Y	Y	Y	Y	Y	Y
Joel	Y	Y	Y	N	Y	Y	Y	Y	Y
Paul	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ted		Y	Y	Y	N	Y	Y	N	N
Kate									Y
Max									N

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

To be approved at June 6<sup>th</sup> meeting

### 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 - Closed
- 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
- **Director Insurance & Socials – Open Ted**

### 3. Communications

- Website
  - Content
    - Paul will make changes based on text from Chris and forward to Kate – open
    - **Calendar of Events** – Cathie to draft the calendar. Post to Website- Closed
    - Paul to coordinate and send proposed changes to Board prior to changes
    - Kate to make actual Website changes when approved
- 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
  - Remove Manager ( Consultant) communications until the contract is complete
  - Add Etiquette reminders to the communique – Email issued - Closed

### 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
  - Ted created Pro contracts. Maria and Chris to sign
- Pro Insurance
  - Confirm proper insurance is in place by Pro's – Closed May 23<sup>rd</sup> Dean
- CourtReserve – build programs and Pro lessons capabilities mid-April– Closed Kate
- Ask Chris if advertising on ETC fencing would help increase program sign-ups
  - Further discussion is required. Open - Chirs H and Chris C
- May 1 - Finalize revenue share with Chris H – Closed May 29 Joel and Dean

### 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
  - Open Kate, to discuss will discuss with Maria

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

- Manager – 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
- Stewards
  - Stewards are to be provided 2 free green ETC shirts to wear while on duty -**Closed**
  - 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 - Open
  - Chris to investigate AED training on premises – Open
- List of Steward procedures
  - Max to up his checklist with specific tasks – Open Max/Barb
  - Max is updating the Managers Manual – Open Max
- Security
  - May 1<sup>st</sup>, Agreement to keep park side gate locked - Closed
- **Contracts**
  - Ted to create contracts for Stewards and send them to Dean for review – Ted
  - May 1<sup>st</sup> - Contracts to be signed and stored in Guru – Dean Closed

## 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 – 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/Barb
- **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

## 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**
- Added replace handrails and foot brushes removed for asphalt replacement in 2022 - Open
- Large white tournament boards to be replaced or **removed – Open, Barb**
- **Hats, shirts, tennis balls, dampeners and over grips**
  - How do we display for sale items – Max/Barb
  - Pricing – Max/Dean/Joel
    - Closed – items priced in Square
- **Sign upgrade**
  - \$275.00 Aluminium – Closed, sign installed
  - **May 23 Richard and John M.to mount old sign – Open Barb**
- **Gardens**
  - **Volunteer gardener needed. Cathy to speak with Leona**

## 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.

### 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- **Open**

- 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 - Open
- 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 – Open Dean to provide
- Site visit on April 12 - Closed
- Presidents Meeting April 17 Update
  - See meeting minutes in Guru
- Tree work and roof leak
  - Tree logs to be removed - Closed
  - City to fix leak in roof
- No word on fencing and wall project.

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**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 )
- Design for a new shed required – Open Dean after May 15<sup>th</sup>
- 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
  - Reviewed injury requests and established “On Leave” Membership – Closed
  - Begin waitlist calls on Apr 17 to replace approximately 50 members – Open
- **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-** communicate to members.

- Social Prime – Cathy - Closed
- Social Committee – Cathy, Paul, Chris Cobb – Closed
- 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 22 – Surf and Turf
    - From 2022 AGM Greg McDougall to run the lobster social and to run the Wimbledon strawberry social.
  - Wimbledon Breakfast
  - June 23 – Elmdale Open – taken over by the Board, 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 pass – [Open Dean/Kate](#)
- **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](#)
- TV – Mount – once city has installed circuit – [Open Paul and Dean](#)
- Dog policy: Stewards sent an email to advise members to kindly leave dogs off the court while playing – [Closed Email sent May 31](#)
- Signage: Need to post a sign on the kitchen door so Members and Guests understand the kitchen is a Staff Only Area – [Open Barb](#)

### 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 Holzhuter			Part-time
<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

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