

### **Agenda ETC Board Nov.4, 2022**

1. Welcome and Introduction by new board members
2. 2022 Board Roles
3. Club closing activities
4. Treasurer Update
5. City of Ottawa 5-Year renewal
6. ETC Governing By-laws
7. Communications
8. Social Committee
9. Miscellaneous Item

### **Board Members, Non-Board Members & Staff**

<b>Role</b>	<b>Name</b>	<b>Back-up</b>	<b>Key Accountability</b>
<b>Board Members</b>			
President			Presides over Board/ City Contact
Vice-President	Catharine Wood		Operations Officer
Secretary			Records, Meetings, Bylaws
Treasurer	Dean Purdon		Oversee financials/Inform Directors
Member at Large	Deborah Murphy		Communications Prime
Member at Large	Joel Diener		
Member at Large			
<b>Non-Board Members</b>			
Operations Business Manager	Patrick Faloon		
Accountant	Donna		
<b>Staff</b>			
<b>Club Manager</b>			

### **Welcome and Introduction by new board members**

- Chris, Barb, Paul

### **2022 Board Roles**

- New board to determine roles and accountabilities

### **Club closing activities**

- Kitchen clean-up/out
- Remaining stock – sell at a discount
- Bell Internet and Telephone
- Nets down - Matt
- City water and winterizing
- Tools and Shed
- Basement check
- Final garbage clean-up
- Secure electronics – Dean
- Secure T.V. – Paul has mentioned he would keep it for the winter

### **Treasurer Update**

- Final timesheets and Expenses submitted
- Final payroll and GST submissions – Patrick/Donna
- GIC Decision – December meeting
- Expense reporting
- Canteen inventory and end of day settlement
- Square updates

### **City of Ottawa 5-Year renewal**

- November 8<sup>th</sup> meeting with city and all Recreational clubs using city facilities
- Need an ETC prime to attend

### **ETC Governing By-laws**

- <https://elmdale.ca/about-us/governing-by-laws/>

### **Communications**

- Board repository
- 2022 Agenda/Minutes
- 2022 Record of Decisions need to be published
- AGM minutes, need to be actioned & published
- Guru – collaborative tool used by ETC in 2022  
See: <https://app.getguru.com/dashboard>

### **2022 Granted Memberships**

- Adult Memberships Granted
- BOD ( 7 ) J Cathie, Joel, Deborah, Chris, Barb, Paul, Dean
- Staff
- Club Pro
- Matt (1)
- BOM – Patrick F (1)
- Accountant – Donna F (1)

## Minutes Nov.4, 2022

Start: 5:25

End: 7:35

Attendees:

	11-4								
Barb	Y								
Cathie	Y								
Chris	Y								
Dean	Y								
Joel	Y								
Paul	Y								
Deb	x								

### **1. Welcome and Introduction by new board members**

- Paul – IT PM skillset
- Cathie – OPS, arbitration
- Chris – Communications/Journalism
- Barb – Teacher/trainer
- Dean – IT PM

### **2. 2022 Board Roles**

- Move this agenda item to the next meeting after reviewing roles for 2023

**Action:** Dean to add to next agenda

- Deb Murphy has submitted her resignation to the board to avoid any potential conflict of interest when the Manager position is posted.

**Action:** All Board members request to seek a 7th Board Member, add to the next meeting agenda

- Respond to Phil and Matt regarding recognition of court quality role. Dean to add training and sprinkler maintenance in response

**Action:** Dean to email the response and .cc board

### **3. Club closing activities**

- Open - TV -Joel is to move the ball machine and t.v. with 2 remotes to his house for winter storage
- Open -Dean to move laptop and square device to his house for winter storage
- Open - Barb and Dean to complete kitchen and basement clean-out by December 1<sup>st</sup>

- Closed -Remaining stock sold and board emailed individual costs for e-transfer
- Open – Bell internet and Phone service cancellation – Dean
- Open – Nets down, Matt to complete this activity
- Closed – City and CityScape completed water shut-off. Confirm clubhouse has been winterized
- Open – Site visit by City. Cathy will provide the date
- Open – Tools and Shed to have a final clean-up. Joel and Dean

#### **4. Treasurer Update**

- Closed - Final timesheets and Expenses submitted
- Open - Final payroll and GST submissions – Patrick/Donna
- Open - GIC Decision – December meeting
- Open - Expense reporting training in 2023 with Donna
- Open – Better canteen inventory/sales tracking tools for 2023
- Open–Square updates required to clean up old items in 2023
- Open – CourtReserve account to go into cheaper off-season mode – Dean

#### **5. ETC Governing By-laws**

- Open - Governance  
Action All: Please review City and ETC Governance documents in Guru prior to next Board meeting

#### **6. City of Ottawa 5-Year renewal**

- Open – November 8<sup>th</sup> meeting, Zoom, Cathie and Joel to attend and provide feedback to the board at the next meeting
  - i. OTCA recommends a 1-year renewal and not 5 until the city can provide further details on facility upgrade plans etc. See the email from OTCA

#### **7. Communications**

- Closed - Board repository for 2023 is Guru (\$60 license cost)
- Open – Generate Record of Decisions for 2022 Agenda/Minutes/AGM and post to website.  
Action: Dean and Cathie by year-end
- Guru - See: <https://app.getguru.com/dashboard>
- Closed: Preferred meeting format is face-to-face, not Zoom. We could even use Joel's winter t.v. as a suitable monitor for any presentations!!

#### **8. Social Committee**

- Open – Add to next meeting agenda

## 9. General Discussions

- Open - Club Manager, skillset, personality traits,
- Open -Pro Meeting to be scheduled early in new year seeking commitment. Also, need to determine the 2023 business model with Pro
- Open - Website Upgrade. Matt has offered to upgrade the website. Follow-up is required to determine any new functionality e.g. private side/public side
- Open - CourtReserve, leverage further
- Open – 2023 Calendar of Events, publish early

## ETC Board - Record of Decisions

2022-2023

[illegible]