

Rockcliffe Lawn Tennis Club
Board of Directors Meeting
Sunday, January 10th, 2010 at 2pm
120 Lansdowne North Street

Directors in attendance: Beata Garel-Jones, Maureen Boyd, Nadia Freeman, Peter Gonda, Brian Marley-Clarke, George Pickering, Vera Cody and Caroline Vecchio. Bob Roberts sends his regrets.

Approval of the agenda:

Maureen Boyd tabled a motion to have today's agenda and the minutes of November AGM meeting approved which was seconded by Brian Marley-Clarke.

President Opening Remarks:

As the Board new President, Beata extended her best wishes for the New Year and welcomed new board directors namely, Nadia, Brian and Peter.

Club Manager Report

As the Club Manager, Vera agreed to update the website prior to next season's opening based on outcome regarding the Head Pro and Junior Program. Membership packages will be prepared as soon as the new fees are agreed upon. Although this new Board felt that employment expenses for running the Club house must go down next season, it was reiterated that an immense effort was made during the past year to keep expense as low as possible without jeopardizing service level expected by Members.

Tournament – Maureen Boyd

Nothing to report at this time, but confirmation that we will have tournaments and that mixed-doubles seem to be the most popular one. She is open to any suggestion that the Board may have.

Junior Program/Staffing Committee

Peter interviewed a potential coach Level 3 candidate who is interested in working at the RLTC this summer. If the Club's goal is to achieve stability and continuity with its Head Pro, this candidate would not qualify. One other option currently available to the RLTC is to negotiate an agreement with the Noble School of Tennis. Terms and conditions to be discussed, Beata is to take the lead. Although a small group will be involved in the negotiations, contract to be reviewed and approved by the Board.

- Action Item: Beata to negotiate an agreement with the Noble School of Tennis

Special Projects – 5 year Plan

In Bob's absence, Nadia Freeman informed the Board that a comprehensive written report from this committee will be provided to the Board in the near future. Based on the presentation delivered at the AGM last November, implementing any one of the recommendations will result in major expenditure to the Club.

Memberships

As a general discussion, the Board agreed that given the past year operating expenses figures, the current membership fees are very low and will not sustain the normal

expenses required to maintain the Club. While donations are accepted in principle, they should not be considered as the main source of income for court maintenance which is core business for any tennis club. Donations would be permitted for special projects such as the lighting option for the clay courts. Although no formal discussion on fee structure was concluded, there was a consensus to raise fees in the 0-5% range. Board must keep in mind the coming into effect on July 1st of the 8% HST.

- Action item: Members who have modified their playing status from regular to social member (unless for known injury/disability) to avoid paying levy, will have to pay levy in 2010 to resume their regular playing status.
- Action item: On-line banking will no longer be offered (website to state this change) as \$7,700 fees are too onerous.

Grounds & Maintenance

Nadia has created a list of property management tasks that need to be reviewed periodically to ensure the safety and security of the premises in addition to be properly maintained. Of the greatest importance at this stage is the lack of a contingency/emergency fund in the current budget. A recommendation has been made to set aside approximately 10% of gross revenue for this specific purpose.

- A motion was moved by Brian and seconded unanimously to patch and repair hard courts at minimum cost, and to develop a maintenance/prevention plan.
- A second motion was moved by Brian and seconded unanimously to examine the lighting of clay courts by means of donations as a special project once the 5-year Plan written report is finalized.

Finance – Georges Pickering

Financial statements were presented and it is expected that clay court repairs will be within budget; no borrowing of funds will be required. As a new member of the Board, Peter Gonda questioned the food and drink sales and recorded revenues. The Sweet Spot Café is not a profitable operation at present and will require a system change to properly record cash flow, gross margins on sales, inventory and labour costs. It was agreed that George and Vera as the Club Manager will meet with Peter to discuss in details numbers on hand.

- A motion was moved by Beata not to provide any food (coffee is the only exception) for free this season and not to offer candy for sale. Motion was seconded unanimously.

Next Board meeting

Sunday February 21st, 2010; location to be confirmed.

The meeting was adjourned at 17:20pm.
Caroline Vecchio