

**Rockcliffe Lawn Tennis Club
Board of Directors Meeting
Sunday, February 21st, 2010 at 2pm
459 Buena Vista, Rockcliffe**

AGENDA

- 1. Opening Remarks**
- 2. Approval of the agenda and January 10th minutes**
- 3. Club Manager's update – Vera 15 minutes**
- 4. Club Manager Contract**
- 5. Finance - George**
- 6. Membership - Nadia**
- 7. Staffing Committee & proposal from Tony Roth**
- 8. Courts and Grounds Maintenance - Brian**
- 9. Junior Program - Peter**
- 10. Special Projects - Bob**
- 11. Tournaments - Maureen**
- 12. Other business**
- 13. Adjournment**

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Sunday, February 21st, 2010 at 2pm
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Directors in attendance: Beata Garel-Jones, Maureen Boyd, Nadia Freeman, Peter Gonda, Brian Marley-Clarke, George Pickering, Bob Roberts, Vera Cody and Caroline Vecchio.

Approval of the agenda:

Brian Marley-Clarke tabled a motion to have today's agenda and the revised minutes of January 10th meeting approved which was seconded by George Pickering. Revisions to the January 10th minutes are to include the correct spelling of Director Brian Marley-Clarke's name; Ground and Maintenance: hard courts are to be repaired at the best possible price; Finance: system change to specifically track margins versus cash flows for the Sweet Spot Café.

President Opening Remarks:

With the recent fee increases, the President emphasized the need of this new Board to be transparent and accountable to its members. Finance management and spending will be key and there will be a push to disclose information proactively.

Club Manager Report

Vera reported to the Board that when she was hired as Club Manager, the objective was not to run the Sweet Spot Café but to welcome new members and look after the smooth daily operations and requirements of the club house. She has always been professional and has managed the operations to the best of her knowledge. Peter Gonda raised his concerns as to what he identified as being the weaknesses of the cash reporting methods used based on the meeting he has had with both Vera and George and conversations with Christa Ramonat the bookkeeper. Based on his findings, Peter Gonda informed the Board that a more effective method of control will be established for the new season, and that he will provide guidance to Vera regarding her new duties, and see that Vera is fully trained on the new software systems that will be used. Vera was thanked for her presence and departed.

Club Manager Contract

A copy of the new contract drafted by the President in consultations with Brian Marley-Clarke and Peter Gonda was distributed to the Board. Contract was drafted based on the new requirements expected by the Club Manager in operating the Sweet Spot Café.

- Action item: Revise contract start date to May 1st; President to meet with Vera over the next week to provide revised contract for signature. Board members requested that documents requiring the Board's approval be circulate well in advance to Board meeting for proper review.

Finance

George presented a RTLTC projected income for 2009/10 based on a 3% fee increase, and further explained the repositioning of initiating fees from revenues to the capital

section. He informed us that our advertised membership fees has been inclusive of taxes and should be modified to advertise the cost before taxes. George recommended to the Board the creation of a Budget Committee consisting of Brian Marley-Clarke, Peter Gonda and himself, which was welcomed by everyone present.

- Action item: An asterisk should be included in the projected income report to explain the repositioning of initiation fees; 2010 advertised membership fees will be before taxes. Membership fees will be the same as advertised last year (which included taxes) which would represent an approximate 5% increase.

Membership

Based on the preceding, Nadia will be provided with a disk with RLTC membership list and the website will be updated with the new fees implemented for the 2010 season.

Staffing Committee & Proposal from Tony Roth

The President reported that the proposal will see activities such as stroke of the week, Davis Cup, in addition to the hiring of the Junior Program coaches. Copy of the Noble Tennis School proposal to the RLTC dated February 17, 2010 was circulated to the Board. A motion was tabled by Bob and seconded by Brian to approve the Noble Tennis School proposal as proposed which was carried unanimously.

- Action item: President to accept proposal and Nadia to complete the announcement write-up for the website.

Grounds and Maintenance

Brian reported that Gregory Teskey is ready to complete his work which should be approximately \$6,000 including GST. Brian requested that current maintenance tools should be replaced at a cost of \$1,200. Hard courts are ready for repair with court #8 having the most damage. Repairs will require the temporary unavailability of hard surface courts (1 or 2 days). Labour costs this season are expected to be in line with last year, allowing a modest increase due to Ontario minimum wage law increases, effective March 31st, 2010. Garbage may become an issue with City By-Laws enforcement.

- Action item: Motion was moved by Maureen and seconded by Bob to authorize the completion of work on clay and hard courts; and to replace maintenance tools.

Junior Program

Junior Program coaches will be hired by the Noble Tennis School (NTS), therefore once the proposal with the NTS is signed, the RLTC Junior Program will be advertised in local newspapers and schools. This should be finalized in the next week.

Special Project

Bob circulated written report to the Board and thanked its contributors. It is meant as a recommendation to the Board and is based on the premises that the general financial structure is maintained, funding comes from membership fees and junior program, and that fees and expenses remain fixed. At issue was the fact that our clay courts attract people and court availability is and will become more of an issue. Options were to

limit membership or increase the availability of court usage. The proposal to install lighting system to extend play time was found to be the best alternative. Installations would cost approximatively \$90,000 with monthly operating costs of around \$2000 for electricity. The Board welcomed the recommendations made by this Committee, and agreed that the Club does not have the required funds for the recommendation to install lights on the clay courts at this time. Board thanked Bob and his committee for the work completed.

Tournaments

Maureen has scheduled the mixed-doubles for June and the Singles tournament in August. To minimize court availability issue, there will not be more than two tournaments ongoing simultaneously. With the new arrangement with the NST, they could perhaps take over the ladder.

Other Business

Given time restraints and current workload, Beata advised the Board of her wish to create a new Vice-President position. The Vice-President will have hands-on commitment and will provide guidance to the President. With the Board concurrence, she proposed the nomination of Mr. Brian Marley-Clarke for this position. Board unanimously approved and accepted this nomination, which Mr. Brian Marley-Clarke gladly accepted.

In line with the transparency opening statement, Beata recommended to the Board that we adopt a policy of not providing employment to family members as it may be a cause for prejudice/favouritism. Recommendation was approved unanimously.

Next Board meeting

Sunday, April 18th, 2010 at 1pm
Location 30 Lakeview Avenue, Rockcliffe Park

The meeting was adjourned at 17:45pm.
Caroline Vecchio