

**Rockcliffe Lawn Tennis Club**  
**AGM**  
**Sunday, November 29, 2009 at 2pm**  
**Rockcliffe Park Community Centre**

**Welcoming Remarks:** President Charles Bélanger introduced the Board of Directors, namely, Maureen Boyd, Beata Garel-Jones, Bob Roberts, Krista and Caroline Vecchio. George Pickering could not be present and sends his regrets. In attendance were 25 members thus meeting the obligation of constituting a quorum defined as 10 members in attendance.

**Approval of the agenda:**

A motion was moved by Nadia Freeman to approve the agenda with the revision to include the Club Manager's report which was carried unanimously.

**Approval of the 2008 AGM meeting minutes:**

A motion was moved by Brian Marley-Clarke to approve 2008 meeting minutes seconded by Richard Aubin.

**President Report**

Charles Bélanger provided attendees with a year-in review outlining the three major initiatives undertaken by the current Board to ensure the legal, financial, and sustainable situation of the Club. Strategy used was to pull members' expertise through the creation of various task forces which are: Ad Hoc Task Force on Clay Court Upgrading, Legal Taskforce, and the 5-Year Plan Taskforce. As his last time chairing this meeting he wishes the new Board to foster new activities to develop and maintain a dynamic environment for tennis.

**Club Manager Report**

Vera Cody opening remarks were that she views all of RTALC members primarily as friends not members. As Club manager she was responsible for the club attendants, the planning of social events and keeping operating costs in line with budget. It was a privilege to act as Club manager and she wished to thank the entire staff and volunteers who helped her this past season.

**Membership:**

In the absence of Hassan Moghamdam, who has since resign from the Board to due other commitments, the President presented the total number of members as 513 for the 2009 season. Members were divided into the following categories: Adults, 291; Non-residents, 11; Social, 57; and 154 Juniors. Notwithstanding the slight decrease in number of members and the weather conditions, it was a busy season at the RTALC.

**Tournaments:**

Maureen Boyd reported that the June mixed doubles is the most popular tournament at the RTALC and this year was the largest ever. The July-August tournaments had to be postponed twice due to lack of interest. As a compromise tournaments were held in late August early September with better results. As recommended at the 2008 AGM an over

65 category was explored with no real interest. Real challenge is the women ladder. The establishment of a continuous ladder will be explored next year.

### **Junior Program:**

Beata Garel-Jones informed the attendance that the Junior Program was very successful for a second year in a row. In addition to the quality and enthusiasm of our certified instructors, the flexibility offered to accommodate young families' needs and schedule to register their children to our Summer Camps has been found to be essential in keeping the high level of registrations. Revenues generated from the Junior Program were up 13%, with a net profit of just over \$25,000.

### **Special Projects:**

Bob Roberts had a power point presentation on the work accomplished to date by the 5-Year Task Force. One recommendation that can be implemented in the very short term is the lighting of the clay courts which would allow for an additional playing time/court usage during the summer months. Building costs associated with this initiative are approximately \$ 90,000 with additional monthly utility expenses of approximately \$3,000 per month. Furthermore, no current city by-laws exist that will impede this recommendation from being implemented. The attendance recommended that the option of a bubble to allow all year-around tennis and/or the replacement of existing hard courts with clay courts be also explored prior to making a commitment to the lighting of the clay courts. This Task Force will submit a report to the new Board with their written recommendations. A motion was moved by Tony Brunst and seconded by David Adam to recognize the work done by the Board this past year.

### **Grounds and Maintenance:**

In Wally Gordon's absence, the President reported that the clay courts have been renovated at a cost of \$76,000 including GST, and that fine tuning will be required in early spring by the contractor once the weather permits. Still outstanding is the posing of new lines and new aluminum nails with an associated cost of \$6-7,000. The Board will have to determine next season whether to outsource work related to the regular maintenance of the clay courts. Members in attendance raised the issue of them having to groom the hard courts this past season. Given the excessive rain falls last season the Board acknowledges that members had at times assisted in the hard court maintenance. The outsourcing of maintenance crew will be explored for next year. Board was also requested to consider the option of adding a court door closer to courts 3 and 4 to reduce traffic in the vicinity of court 2. A motion was moved by Tony Brunst and seconded by John Bouza to consider this option if it is within reasonable costs to the Club.

### **Financial Report:**

In George Pickering's absence financial report was presented by Christa who has been the bookkeeper of the Club for the past 2 years and has overseen the transition and monitoring of the Club finances. Good news is that last year's financial forecast and planning was realistic. Clay court renovations were undertaken as planned and within budget. Junior Program raised net profits of \$23,000 and salary expenses were kept under tight control. The last financial statement shows a positive balance of \$38,000 with minimal accounts payable to meet until the end of this fiscal year. The objective for the next fiscal year is to create a Capital/Reserve fund to meet future capital expenditures. The issue of the resurfacing the hard courts and/or the lighting project are examples of

why a Capital/Reserve fund is required. In order to facilitate future discussions regarding major financial expenditures a motion was moved by David Adams to have a proposed budget available and part of the mailing package of the 2010 AGM meeting. Motion was seconded by Nancy Cooper and carried unanimously by a show of hands. Regarding the appointment of auditors, it was agreed that we will continue to proceed along the lines of what has been done by Peter Gonda which is what works best for the type of operation the Club is. Motion was moved by Tony Brunst and carried unanimously.

**Election of Directors:**

Nominated to the Secretary of the Board were Nadia Freeman, Peter Gonda, and Brian Marley-Clarke for their first two-year term. Maureen Boyd is serving her second two-year term; she is the Tournament Director. Beata Garel-Jones is serving her second two-year term; she is the Junior Program Director. Bob Roberts is serving his second two-year term; he is the Special Project Director. Caroline Vecchio and George Pickering are completing their second year of their first two-year term. They are Secretary of the Board and Treasurer respectively.

**Other Business:**

The recruitment of a new Head-Pro was discussed which raised the difficulty in recruiting a pro on a full time temporary basis due to the fact that the RTALC is not an all year-around tennis facility. An arrangement with the OAC will be explored.

The usage of polls/survey to canvass the membership' opinion on issues such as the lighting, replacing hard courts with clay courts, the option of a bubble for winter tennis etc. was explored and not seen as the best tool to move work forward.

Meeting was adjourned at 16:00

Caroline Vecchio  
Secretary

- Annex 1: President Report
- Annex 2: Club Manager Report
- Annex 3: Tournament Report
- Annex 4: Junior Program Report
- Annex 5: Membership Report
- Annex 7: Ground and Maintenance Report
- Annex 8: Financial Report
- Annex 9: Election of Directors

**2009 RLTC ANNUAL GENERAL MEETING  
PRESIDENT'S REPORT**

Each year brings its own set of challenges and the 2009 season was not different. At the 2008 AGM, Board members presented their reports and underscored their successes as well as their areas of concerns. In many cases, staying the course of continuous improvement was the best strategy. In a few others, more surgical actions were needed to face some harsh financial realities associated with overdue clay court upgrading. This particular issue overlapped areas such as membership, finance, marketing of the club, court maintenance, water bills, etc. There was an open exchange on this very topic at the 2008 AGM. As described below, other actions were undertaken by the Board to ensure the legal, financial, and sustainable situation of the Club.

**Ad Hoc Taskforce on Clay Court Upgrading.** The charge of this *Ad Hoc* Taskforce was to examine the financial situation of the Club in light of the need to upgrade the clay courts sooner than later, and to make recommendations to the Board on possible courses of action. Their report was submitted in December 2008. We thankfully acknowledge the participation of Club members **Bill Clarke, Gord Cudney, Anke Magnus, Karl Ruban**, as well as Board members Charles Bélanger and Hassan Moghadam.

**Legal Taskforce.** The charge of this Legal Taskforce was to locate the land titles, identify possible easements and/or encroachments, clarify the organizational structure of the Club, and make sure that the Club had fulfilled its corporate and financial filings with the Ontario and Canadian governments. Thanks to **Alan Cohen (Soloway Wright, LLP), Gord Cudney and Marg Ross (both from Gowling Lafleur Henderson, LLP)**, their report proved to be not only useful but necessary. The Club has recovered a copy of its land titles; we know that “The Rockcliffe Lawn Tennis Club” is an Ontario Social Club Non-Share Corporation which was first incorporated on September 8, 1923; corporate filing with the Ontario government was reconstructed since 2001 and executed; financial filing with Revenue Canada was updated since 2004. We also have a debt of gratitude to member Peter Gonda (CA) for having undertaken the onerous task of updating the corporate and financial filings, at no cost to the Club.

**5-Year Plan Taskforce.** At the end of July 2009, a taskforce was struck to assist future Boards in anticipating and planning for needs/actions related to recurrent and capital expenditures, to membership forecast and revenues, and to tennis activities conducive to creating a dynamic and attractive club environment. The taskforce is in the process of collecting data already available on the various facets of the Club, and in due course, will consult with the membership. Members of the Taskforce are: **Bob Roberts (chair), Nadia Freeman, Rachel Baxter, Alan Cohen, Gord Cudney in addition to the Treasurer and the President of the Board.** They are expected to report during the 2010 season.

Finally, it would be difficult to name all adult and junior volunteers without omission, who have donated their time to the Club during social events, tournaments and other tennis-related activities. The Board would like to thank them from the bottom of our hearts. We would also like to thank all of our employees, particularly the Manager, Vera Cody (including Jim) whose enthusiasm, hard work, and dedication to the Club are second to none. Thank you to all of our members without whom there would be no life at the Club. Finally, a personal thank you to all Board members. I was fortunate to serve under such a strong and united Board. Their support was never wavering.

Charles H. Bélanger  
President of the Board

## Report to the Annual General Meeting - November 29, 2009

From: Vera Cody, Club Manager

### Some of the Highlights from a Wonderful 2009 season:

#### Welcome Back Members Day: Round Robin, Sports Equipment Expo and Tommy & Lefebvre Fashions Shows, May 30/09:

Great way to start the very busy social season – featuring women (Rachel Cruickshank, Nadia Freeman, Gabrielle Lambert, Yvonne Malbasha, Pam Murray, Catherine Murphy, Clare Nippard and Lori Timmins) and men (George Chastain, Joel Freeman, Wally Gordon, Gavin Murphy, Milos Rajcic and Karl Ruban) members wearing the latest in fashions from Tommy & Lefebvre. Tennis racquets from Tommy & Lefebvre were also featured and tried out by members in the mixed Adult Round Robin before the show. Followed by a wine and cheese social with over 60 members attending.

#### Annual Club Social, June 19/09:

Over 200 members enjoyed a perfect summer evening under a tent transformed by the decorating talents of Nicky Lang assisted by Elena Venables. Dinner was cooked by our BBQ team who prepared the salmon, chicken breasts, hamburgers and hot dogs: George Pickering, Nadia Freeman, Jim Cody, Sean Dennehy, Andy Talbot, Nadia Freeman, Yvonne Malbasha and Richard Aubin. Over 29 members donated salads for the buffet. Marilyn, Allan and Reba Wilson graciously donated the rental of the One Shot Twistee Soft Swirl ice cream/berry yogurt machines for everyone to enjoy with their dessert from Claude Bonnet from his bakery/restaurant Le Moulin de Provence, topped with other assorted sweets provided by Beata Garel-Jones. Entertainment was a special highlight of the night. Our junior guests were entertained by the Sugar & Spyce Entertainment Group. Musical entertainment was a terrific band from Montreal - "The Cam and Reuben Band" featuring Reuben S.D., Bouza (John Bouza's son) on the guitar and Cameron Duayne Bentley III Roset on drums. During one of their breaks, Sandy Lister's daughter Emily, a Canterbury high school music star sang a few songs acapella.

#### Tuesday Night Exhibition and Pub Nights:

Bi-monthly Tuesdays evening's featuring superb tennis matches and BBQ dinners drew many members. Great tennis, fabulous food, loads of fun.

#### Members Thank you Social and Trophy Ceremony for our Club Champions, September 27/09:

29 trophies were handed out to both our junior and adult champions during a thank you and farewell social to our members for the season.

#### Junior Program – May and September After school clinics; Summer Camps:

Dynamic and always well attended, our junior program continues to grow each year because of our terrific instructors and stimulating and fun-filled tennis activities. We love our juniors here at the RLTC.

#### Tournaments:

Adult and Junior tournaments had our highest numbers of eager and competitive participants this summer culminating in 29 winners in specific categories.

#### Adult Round Robins:

Monday and Friday mornings and Wednesday evenings were always filled with our Round Robin regulars who enjoy the companionship of their fellow members in a relaxed playing atmosphere.

#### Thank you to Clubhouse Attendants; Junior Instructors and Pros:

Patrick Pickering, Gaby Lambert, Sophia Lal, Patrick Tawagi, Matt Beck, Rachel Murray, Alexander Bleeker, Katherine Boxall and Harley Smallwood for making the summer of 2009 especially memorable for me - for your spirit and very hard work for an extremely busy tennis season. Thank you to our Head Pro Nick Mook Sang and Assistant Pro Rachel Cruickshank for their great work this summer as well as our Junior Instructors Nicholai Hill, Conor Robertson, Matt Beck, Eric Tawagi, Victoria Loeb, Eric Nguyen, Mike Sutcliffe and Victoria Milne.

#### Men's and Women's Inter-City Leagues:

The RLTC was well represented yet again by our Men's Rovers and Rangers teams and our Ladies league.

Working with a dedicated and committed Board of Directors; assisted by wonderful members who volunteered and donated to our social events; a great team in my hard-working staff - have all contributed to a successful 2009 season. The RLTC really is the place to be for tennis first for both juniors and adults; great courts; social events that bring all ages together and members that make being your Club Manager a privilege and a gift. Thank you and I look forward to being your Club Manager in 2010.

Vera Cody



**2009 RLTC ANNUAL GENERAL MEETING**  
**Tournament Report: Maureen Boyd**

Following on the success of the 2008 tournaments, there was a very strong turnout for the 2009 tournaments in terms of players and of spectators who enjoyed the Sweet Spot Café while watching matches. Trophies were awarded for tournament winners and for the winners of the Men's and Ladies' ladders paid for from the tournament and ladder entry fees and were presented at the end of year round robin.

The mixed doubles tournament held in June was the largest ever. There were 32 teams who initially signed up: 16 teams in the A Division and 16 teams in the B Division. The A finals attracted one of the largest night crowds of the season. There were more than 50 players who participated in the season-ending men's and ladies' A and B singles and doubles tournament.

There were comments from many members that the ladders and the tournaments offered them an opportunity to play with people they had never played before.

Holding the mixed doubles tournament in June continues to work well as it attracts a lot of interest early in the season and helps kick off our Tuesday pub nights. We followed last year's recommendation that the tournament be split into an A division and a B division which made the tournament more manageable. There was a consolation round held for each division which allowed all teams to play at least twice. However, players in the consolation round were not keen to schedule their games which took the tournament into June.

We tried to follow last year's recommendation of spacing the men's and women's A and B singles and doubles over the summer. We wanted to avoid the challenge of holding 8 tournaments in early September, namely balancing the desire of non-tournament players (or players who were defeated in early rounds) for court time, given the reduced playing time because of early sunsets in September. However, we had to postpone tournaments scheduled in July and early August twice due to lack of interest. We compromised by holding the tournaments in the third week in August and letting them run into September which seemed to work for most members. Unfortunately, there were a number of injuries in the final rounds that led to defaults. Turnout of spectators at the finals was disappointing as there was insufficient time to schedule the matches at optimal times, let alone publicize them.

The suggestion was made the previous year that we should add an over 65 category to the tournaments. While there appeared to be some interest in principle for a men's over 65 tournament, there was not enough time nor volunteer interest to make this happen.

The challenge for the ladders continues to be that members sign up but many do not play very often. They either do not challenge other players or are reluctant to take another player's spot on the ladder if that player is travelling or otherwise unable to play within the prescribed challenge time. Suggestions are welcome for how to improve the ladder.

A lot of volunteer time is required to sign up players for both the tournaments and the ladder. Most players wait to be asked (and often coaxed) before signing up. It would be easier for the Board member in charge of tournaments if more members could be recruited to help in that process.

## **2009 RLTC ANNUAL GENERAL MEETING**

### **JUNIOR PROGRAM**

It was a busy season for our junior members. Our program was divided into three parts: Spring After School Clinic, Summer Camp and Fall After School Program. All three were very well attended.

As needed, our Head and Assistant Pros and our Junior Instructors organized High Performance Clinics and group lessons.

Our club is the only one in Ottawa that allows very flexible registration to accommodate children who are not available to attend the whole week sessions. We have also offered morning, afternoon or full-day summer camps. We are also one of the few clubs that offered in-club or catered lunch program.

Our junior instructors are certified, enthusiastic and very personable. Last season Nicholai Hill and Conor Roberts were in charge of the program assisted by Matt Beck, Victoria Loeb, Tory Milne and our assistant pro Rachel Cruickshank.

We started the season with the welcome back BBQ that was very well attended despite the weather. Junior members played in a Round Robin followed by pizza and desserts.

At the end of the summer we had our Junior Tournament, which had a record attendance this season. During the first day of the tournament we had a little social celebration with pizza and drinks. This was probably the busiest day at the club with children playing and parents watching. The trophies were handed out during our club's closing social in September.

I would like to thank our junior instructors for doing an outstanding job this season. Without their commitment and hard work we would not have as many junior members participating in our program. The hard courts this season were used to the maximum.

Junior Program Director

**2009 RLTC Annual General Meeting**

**Membership Statistics – Comparison of 2008 vs. 2009 Membership Numbers**

<b>Categories</b>	<b>2008</b>	<b>2009</b>
Adults	308	291 (24 new) (267 returning)
Non-residents	23	11
Social	66	57 (2 new) (55 returning)
Juniors	165	154 (19 new) (135 returning)
<b>Total</b>	<b>562</b>	<b>513</b>

November 2, 2009

Compiled by Club Manager, Vera Cody

**2009 RLTC ANNUAL GENERAL MEETING  
RLTC GROUNDS AND MAINTENANCE REPORT**

**1. COURTS**

Courts have been generally satisfactory except for occasional over-wet and over-dry conditions of the clay courts due to unusual summer weather.

The October renovation project should improve the court surface drainage and operation of the Hydra court system.

The courts were maintained daily by a summer student, including clearing of all garbage, cleaning and upkeep of the shoe-brushing area and setting net heights. There were some problems with in-ground net holders which should be rectified by the renovation project.

Hard courts are showing some signs of wear and surface cracks.

**2. GROUNDS**

Grass areas and hedges have been cut and trimmed regularly and all waste and garbage removed. There have been some problems of vandalism from young children in the play area.....destroyed soccer goal and net, missing ping pong net etc.

Members have helped in planting and maintaining flower beds and planters. A new flower bed has been established by the front gate.

The front parking area lacks gravel in some areas; in others grass is growing up through the gravel requiring regular trimming. The front wooden retaining wall requires some repair work.

**3. BUILDINGS** (Design and Construction Work)

- 1 Gazebo for BBQs designed and estimated. Not constructed.
- 2 Office window purchased. Not installed.
- 3 Singles Champions Panels designed, constructed and installed on clubhouse ceiling.
- 4 Second new step designed and constructed to hard courts. Clubhouse steps need similar upgrading work.
- 5 New Front Gate designed and built.
- 6 New Front Planter and Bench designed and built.
- 7 Fountain purchased and installed.
- 8 Grounds portion of Staff Procedures Manual revised and issued. Remainder of manual needs similar updating.

Rockcliffe Lawn and Tennis Club

**Treasurer's Report  
for the 2009 Annual General Meeting**

The financial statements for FY 2008/09 reflect two key objectives set by the Board: (i) undertaking the necessary renovation to the clay courts in October 2009 and (ii) continuing to provide strong membership services. In order to meet its objectives in a financially prudent manner the Board significantly increased fees to the membership this year and set a one-year membership levy.

The strong response from the membership in 2009 has helped the RLTC finish the year on a sound financial basis. Overall, net income was positive. Net income on a cash basis was \$5,038 for FY 2008/09\*, compared to \$11,978 in FY 2007/08. Most notably, it has not been necessary to borrow despite the \$73,800 cost for the clay court upgrade. There is currently over \$35,000 in the bank and no major expenses expected before the February 2010 start-up contracts for court maintenance for next year.

The clay court upgrade requires some further explanation. As noted in the President's report, it became more apparent in 2008 that the major clay court maintenance could not be deferred indefinitely. The large water bills in 2008 indicated that there was a major problem in the watering system and it was only at the end of last season that the source of the leak was identified and temporarily fixed. After careful review of the various issues the Board decided unanimously in January 2009 to proceed with the necessary work at the end of the 2009 season at an estimated cost of about \$90,000. At that time it was estimated that this would be paid through the increase in membership fees, a special one-time levy and by borrowing money. Accordingly, membership fees were increased by about 20% and a one-time special levy was set at \$85. The budget established at the beginning of FY2008/09 anticipated borrowing \$20,000-30,000 if necessary.

The other main features of this year's financial statements reflect the determined effort by the Board and the Club Manager to maintain membership levels, manage expenses and seek other revenue sources. At the end of the year fees from membership (including the special levy and initiation fees) totalled \$159,147, an increase of just over 30% from the previous year. Overall, club membership was down only slightly from the previous year. Employment expenses were \$64,462, a decrease from \$69,445 last year. Net revenues coming from Junior Program remained a strong supplement to the club revenues.

As the next year begins, the club's financial position is expected to remain in good shape. Existing cash balances are sufficient to meet initial start-up expenses. As Treasurer, I am looking forward to the recommendations of the 5-Year Plan Task Force. I hope that this plan will allow us to set up a capital cushion for unexpected contingencies in the coming years as well as assessing of the likely capital expenditures that will be required to maintain the courts, clubhouse and grounds in excellent condition.

George Pickering  
18 November 2009

*\* Following adjustments for bills for FY 2008/09 received after the AGM, net income for 2008/09 has been revised and now shows a (small) loss of \$1,835.*

## **2009 RLTC Annual General Meeting Election of Directors**

**Although Directors are not elected to a particular area of responsibility, it is important to keep in mind that a range of specific responsibilities have to be carried out by the Board and that each elected Board member should bring a value-added to the team.**

**Also of paramount importance is the staggering of the number of Board positions to be replaced either each year or every two years. The purpose of that staggering is to protect the corporate memory on the Board.**

**What follows takes the two preceding elements into consideration to fill the 8 Board positions available.**

**Nadia Freeman** was nominated to the Secretary of the Board for her first two-year term to replace Hassan Moghadam. She is the Membership Director.

**Brian Marley-Clarke** was nominated to the Secretary of the Board for his first two-year term to replace John Taylor (Wally Gordon). He is the Ground and Maintenance Director.

**Maureen Boyd** was nominated to the Secretary of the Board to serve her second two-year term. She is the Tournament Director.

**Bob Roberts** was nominated to the Secretary of the Board to serve his second two-year term. He is the Special Project Director.

**Caroline Vecchio and George Pickering** were nominated to the Secretary of the Board for their second year of their first two-year term.

**Beata Garel-Jones** was nominated to the Secretary of the Board to serve the second year of her second two-year term. She is the Junior Program Director.

Caroline Vecchio  
Secretary of the Board