

ALDERSHOT TENNIS CLUB
ANNUAL GENERAL MEETING

Monday, December 3, 2018 at 7 p.m.

MINUTES

1. Call to Order – Oliver Barkovic, President

2. President's Report and Opening Remarks

- 339 paying adult members + 50 juniors
- No major costs or repairs
- Replace part of the fence and the thermostat
- We do not need to replace the heater or blower
- New lights were added – thanks Paul Harris for installing them
- Electricity costs were down due to the LED's
- New programs were introduced
- Men's league is up in attendance
- Payment of fees can now be done through a debit machine

3. Financial Report – Jackie McCluskey

**ALDERSHOT TENNIS CLUB
BALANCE SHEET
AS AT SEPTEMBER 30, 2018**

CURRENT ASSETS	2018
Cash in Bank	\$395,443.00
Short term investments	0.00
Deposits paid	8,000.00
Deposit – COB	300,000.00
TOTAL ASSETS	\$703,443.00

CURRENT LIABILITIES

HST Payable	\$ 23,517.00
Prepaid Winter deposits	84,030.00
Waiting list deposits	7,500.00
	\$115,047.00

MEMBERS EQUITY

Balance, beginning of year	\$ 509,556.00
Current Year Surplus	78,840.00
Balance, End of Year	\$ 588,396.00

TOTAL LIABILITIES & EQUITY \$ 703,443.00

ALDRSHOT TENNIS CLUB

STATEMENT OF PROJECTED CASH FLOW

SHORT TERM CASH FLOW

Balance of account Nov.30, 2018	Operating account	\$207,456.87
	Savings account	556,131.35
	TOTAL	763,588.22
	Operating expenses to Summer of 2019	-90,000.00
	Estimated cost of re-surfacing the courts	-44,917.50
	Emergency/contingency expenses	-10,000.00
	Cost to repair Heat Nov.2018 to be invoiced	-7,000.00
	HST to be paid Dec.31.2018	-23,517.00
	Estimated funds available for use for Club House Renovation Spring of 2019	-420,000.00
	Estimated expenses to Engineers/Consultants	-60,000.00
	TOTAL BALANCE TO BE HELD IN ACCT FOR RESERVE	\$108,153.72

Jackie mentioned that tennis balls were our largest expense and she is concerned about the high amount being used. She has asked Peter Buckley to institute a sign-out sheet.

Dot to post Financials on the website with AGM minutes.

4. Program Report – Ron Tansley

A. Program

1. Board established the direction: “to maximize court use to the benefit of all members.”
2. Reviewed programs in this perspective with club Pro Peter Buckley.

3. Noted that the **Ladies' Day Round Robin (initially League)** was restrictive in providing court time so that most involved could only play every other week. Met with conveners on several occasions to offer more court time to increase participation and allow more movement and inclusion between the established levels of A1, A2 and B.
4. Drop in Round Robin was also offered but numbers tended to dwindle to a maximum use of 2 courts per week.
5. The operations of these programs were reviewed with the board executive with a recommendation to consider an alternative structure that would enhance inclusion and participation.
6. The executive and club pros unanimously agreed to offer a non-tiered round robin format and a day league. Input was received on an on-going basis with a variety of members throughout the remainder of the winter session. Implementation was deferred until the fall of 2018 as to not disrupt members commitments and schedules.
7. We continued to receive input through the implementation process and modified the proposed structure several times. The new programs were implemented in October. Court time has been increased from 12 to 15 courts per week. A free Pro time block was also scheduled to help promote doubles skill building. Sign up for the Ladies' Day program has increased from approximately 70 to 120 participants (40% increase in participation rate) since implementation. Dot Knight has scheduled the Round Robin and Tina DiClemente has convened the Ladies' League.
8. The Men's Saturday Doubles Program

More emphasis was given to adhering to dates and a more equitable substitution process was introduced and will be reviewed over the course of the winter period.

Tournaments

A total of five tournaments were offered: Mixed Doubles, Men's Singles, Women's Singles, Women's Doubles and Men's Doubles. All tournaments, with the exception of Ladies' Singles, were well attended, with the Women's doubles larger than it has been in many years. For the Men's singles and doubles and the Women's doubles, we were able to offer a main draw as well as a 55+ venue. The Mixed Doubles tournament is operating December 7, 8 and 9 and has a full field of players.

Tournament Management

It was agreed by the board to manage tournaments to minimize court disruption for other members. Consequently, an experiment using a 4-game format was utilized during the first Mixed Doubles Tournament.

It was later decided that smaller tournaments involving 8 teams or players could operate using the traditional 6 game format without over using court time. When a tournament reaches 16 players/teams then a 4-game format will be utilized for the first round and most consolation rounds.

It was also agreed to adhere to a sign up of 8 and 16 to ensure **commitment of players** and **quality of the tournament**. (Reduction of byes.) In the past there has been a history of last minute dropping out or dropping in, which caused uncertainty and difficulty in organizing appropriately.

Funds: The board agreed that it will collect a nominal fee from participants while absorbing the expense of balls, prizes and refreshments as part of “the cost of doing business” in order to run a great event for all.

Presently we are offering a Mixed Doubles tournament with a full draw. We are offering a Men’s Singles in January, Women’s and Men’s Doubles in March and Women’s Singles in February.

Tournament Board: A special thanks to Jim Forrester for creating this professional-looking board!

- A. **Wheel Chair Tennis:** We are pleased that Gillian Cruz helped bring wheel chair tennis to ATC last year. She participated in three of our tournaments.
- B. A number of members in attendance raised concerns about the new process of running tournaments and urged the board to return to the previous practice of allowing anyone who signed up to play and organize the tournament around that number. Ron and Peter outlined how the new system ensured player commitment while also assuring players entering that they would participate in a quality event. They discussed the pragmatics of tournament organization and the negative impact of player drop out, which has been an on-going challenge over the years.

5. Membership – Chris Duque

- Sign up was moved to the end of September to allow new members to sign up for leagues – thank you for your cooperation.
- We have 150 members on the waiting list.
- 25 new members signed up – 70 people were contacted.
- The Junior Program runs on Saturday.
- Matchplay – are there enough juniors in this to warrant booking so many courts on a weekly basis?
- Changes to personal info e.g. Phone numbers, etc. are to be updated in GigaSports. Let Chris know if you have any changes.
- Medical Leave can be granted for those needing time to recover from illness/injury. Your membership can be put on hold.
- Ask your friends and family if they want to go on wait list.

6. Social – Anne Luxon

- December 14 is our next social “Sweets and Treats”.
- Robbie Burns Social is on January 25.
- We are collecting non-perishable donations for needy families until December 20.
- Thanks to all those who have volunteered their time with events.
- The Banquet will be held April 6, 2019 in the Polish Hall.

7. Maintenance – Jesse Vermeer

- The bubble was still wet when stored and therefore the stains, some red and yellow from leaves.
- Dry-It was called to recommend solutions to clean. After test samples were done, they have not called back.
- Thanks to all volunteers who helped with bubble up and bubble down.
- 4 additional lights (much larger) were added to improve lighting on courts 2 and 3.
- We are looking at the possibility members would turn the lights on in the a.m. and off later that evening.
- This would further reduce our electricity usage when courts are empty.

- The cement blocks were painted yellow as a safety issue suggested by members.
- Two new nets were installed.
- The rubber trim on the air lock doors was replaced.
- The fire road gates will be raised and other fence repairs done in December.
- The City of Burlington proposed we pay 1/2 the cost of new lighting on walkway to the school – we declined.
- After renovations we will install sensor lights to illuminate areas within 5 metres of the ATC.
- We are working on a parking notice to inform members where and when they can park in certain areas.
- We have been given 2 estimates for replacement of the blower (approximately \$80,000.00.)
- Court resurfacing will be done in late 2019 at a cost of \$40,000.00.
- The temperature has been a constant 64+ degrees after adjusting 3 new gauges.

8. Court Management – Gerry Blake

- We are trying to ensure that the court times are maximized.
- There are 332 hours available for booking.
- People are still having difficulty booking—some problems are not the member’s fault.
- “No shows” are still a problem that we are addressing.
- Guest violations are still happening and should be reported by everyone.
- Gerry sends an email to those who offend.
- Booking privileges will be suspended or membership revoked for anyone continuing to offend.
- Some members would like more transparency of the pros’ booking time on the weekends.
- Prime time is from 7 – 9 pm.
- Pro’s can’t give lessons during prime time. We are trying to address this.
- We are still addressing the stains on the inside of the bubble. We don’t believe it’s a health hazard. If you have a comment/suggestion or complaint, please send an email to Oliver and/or Maintenance.

9. Approval of Board Positions – Oliver

MOTION: That Jackie McCluskey be approved as Treasurer. Moved by John Korosi, seconded by Chris Duque. Carried.

MOTION: That Jesse Vermeer be approved as Maintenance Director. Moved by Gerry Blake, seconded by Ron Tansley. Carried.

MOTION: That Gerry Blake be approved as Director of Court Management. Moved by Oliver Barkovic, seconded by Jackie McCluskey. Carried.

10. Renovation – Oliver

2017 – Drawings to COB from KVA

December 2017- Back and forth with KVA, building and planning to get Building permit approved

January 3

- Building permit issued

January 29

- Building permit and drawings going to COB staff

February 15

- Meeting with COB re: next steps

March

- Back and forth with COB and KVA tightening up tender

April

- KVA signs contracts and submits final drawings

May 15

- Meeting with COB and KVA final touch ups of tender

May 29

- letter of commitment signed

June 15

- Loan proposal and pre-qualified list received
- \$150,000 2.54% 10 years \$17,174.26 per year \$171,742.60 total

June 26

- Bid milestone today. We are going for tender to the 7 Prequalified contractors
- The tender will be open June 26- July 11, 2018

July 4

- Mandatory Meeting – 10:00 a.m for prequalified contractors

July 20

- Tender results
- Range from \$685K - \$1M
- Quote from the tender:

This project is comprised of:

- New 145 square metre (1,600 square feet) wood frame / truss addition tied into the existing building. This addition will be slab on grade and include new change rooms and washrooms that are fully accessible.
- The addition will require electrical, mechanical, plumbing and interior fit out.
- The addition will require site servicing and landscaping.
- The Total Project budget is \$500,000.00

Tender Post Mortem

Original construction plan:

Start in August. April 5th substantiation performance April 26th total completion.

Issues for ATC members

Loss of clubhouse use for whole winter.

- Difficultly maintaining safe path through the field to the bubble in autumn, winter and spring.
- Possible cost of installing paved/gravel path from road or parking lot and maintenance of path.
- Loss of accessibility for members with mobility issues.
- Rental of change room and washroom trailer.
- Change room trailer \$500 per month. \$650 install.
- Heated portable washroom \$400 and up + install and pump out per month.
- Securing the tunnel from field to bubble with separate security system.

Passcode on gate or equivalent.

- Possible loss of parking spaces for construction parking and staging.

Results of bid:

7 bids submitted, 4 disqualified

- Bid #1 - \$685,910
- Bid #2 - \$762,926
- Bid #3 - \$1,006,450

Costing

- Original costing \$120 sq ft
- COB estimated \$250 sq ft
- COB estimate with contingency \$325 sq ft

Total project cost

- \$635,000 + contingency + project management = \$675,000
- \$225,000 over budget 35% higher

Major cost factors

- Concrete \$65,000
- Electrical \$67,000

\$85,000 additional for provisionals

In tender \$500,000 budget is quoted, 1,500 sq ft budget at \$325 sq ft

Possible reasons for failure of bid:

- Extremely busy construction season.
- Threat of tariffs increasing costs.
- Project scope uncertainty: ie tie in to roof, thickness of cement floor pad, etc.
- Winter work.

Conclusion by COB and Board

- Project would use too much of our contingency savings.
- COB believes tenders are bad value and are uncomfortable moving forward with current tenders.
- Decision by Board and COB to cancel tender and go out to tender again in December/January with tighter scope and May 1, 2019 start date.

Next steps

- Project review with COB and KVR in early September with goal of addressing tender questions and tightening scope of project.
- COB scoping and receiving quote for possible plumbing work to re-establish working washrooms.

• August 26

-email to members informing of tender results

- August 28
 - Plumbing quote \$28,000 +hst
- September 10
 - Tender results review meeting with COB and KVA
- September 12
 - Board agrees to pursue revised plan with KVA
- September 26
 - Meeting with COB

October 12 Meeting with COB

- o \$150,000+ of savings was not to be found in a project review.
- o After deliberation the consensus was that our extension was just two washrooms and added nothing to the functioning of our clubhouse and would leave us with a “new” part and “old” part.
- o The COB was hesitant with reissuing the tender if the prospect of it failing was high.
- o KVA suggested that we revisit a plan she had already developed which gutted the interior of the current building envelope and placed the new washrooms in the back storage area where the current broken washrooms exist.
- o One of the 3 options originally presented to the former board, (before my time), but was rejected by the membership.

Highlights of New Plan

- o Two new washrooms/locker rooms in the back storage area.
 - o An accessible washroom in the current function washroom.
 - o The wall between the kitchen to be made into a “servery” with counter space that we could use for our functions.
 - o Three new large windows facing the court where the league board is, the wall beside it and the wall with the small window.
 - o A 15-20 ft roof over hang (a continuation of the roof line), from the back of the building toward the bubble giving us a covered area.
 - o Removal and replacement of the carpet, wood paneling, drop ceiling and pros office.
 - o New roof.
 - o Complete re-cladding of exterior.
 - o Provisional removal of front pad and replacement with paved wheelchair accessible path.
- KVA and the COB are confident that this is doable in a reasonable amount of time i.e. weeks.

Costs with new plan - these amounts are all estimates and TBD.

If we agree with the new plan, we will have to pay the following new costs:

- o KVA \$10,960.00
- o Mechanical \$5,000.00
- o Electrical \$5,600.00
- o Structural \$2,800.00
- o **\$24,360.00 + HST**
- o COB
- o Site plan resubmission < \$5,000.00 maybe as little as \$1,000.00
- o Building permit resubmission < \$5,000 maybe as little as \$1,000.00
> \$400,000 - \$500,000 range.

Savings with new plan

- o No trenching or foundation work. - \$20,000.00 - \$30,000.00
 - o No addition - \$60,000.00 - \$80,000.00
 - o Less trusses or complex roof work - \$20,000.00
 - o Less electrical - \$20,000.00
 - o Less HVAC capacity needed - \$10,000.00
 - o No contingency for hoarding or landscape remediation - \$17,000.00
 - o Much less plumbing and servicing - \$20,000.00
- The project hopefully will be about \$150,000.00 to \$200,000.00 less than the lowest reply to tender.
This will be more in line with our original budget of \$545,000.00.

Repair of Bathrooms - this will be cancelled until we decide on the path forward.

November 5

- o KVA submits new site plan, floor plan and demo plan.

November 12

- o The board likes the proposal from KVA.
- o Estimates of the cost for the COB portion of the resubmitted plans requested.

December 3

- o Waiting for COB and KVA response re: costing.
- o KVA to contact site plan and building department staff to discuss changes to this project and estimated costs.
- o City staff will tender and manage construction once Kathy goes through the site plan and building permit processes and develops specs for the tender.
- o The City will also provide a loan to ATC.

o Jennifer developed a draft schedule and if Kathy started the site plan process in late November and then the building permit process early in 2019, construction would not be completed until January 2020.

Summary

Original tender failed to come in under budget.

The COB, KVA and the Board of Directors would like to proceed with the new proposed plan that is projected to return from tender within our budget of \$545,000.

Questions/comments:

- We need to find out about having another layer on top of the clubhouse floor.
- We may need to build an outside shed to store the lights.
- How much would a new bubble cost if something happened to the current one? Answer: \$180,000 approximately.

Open Questions to the Board

1. Clarification of court usage re: pro bookings.
2. Junior program usage on Saturdays.
3. No shows and court monitoring.
4. Branded apparel for club.
5. Mandatory volunteering hours.
6. Tiered membership.
7. Consultation with members prior to program changes.
8. Bios and photos of pros on website.
9. Court availability on weekends.

11. Questions from the Floor

A. Clarification of court usage re pro bookings:

- There are no lessons during prime times.
- 332 hours are available for booking.
- Pro bookings: Peter has 15 hours, Paula has 10 hours and Kyle has 10 hours.

- A member questioned if the pros can book in yellow, and they can, 3 times a week + up to 35 hours in blue.
- It was also asked if the pros' yellow bookings were done the same way the members book or do they have preference? No, they do not.
- Peter offered to send the Pros' times every week.

B. Junior Program Usage on Saturdays

- We have a transitional group on Saturday.
- Can we free up some time on the match play?
- We will revisit this in January, 2019 on a week-to-week basis.
- The Pro's meet each month on the last Tuesday of the month. Please talk to one of the pro's if you have any questions.
- Pro's can book a court for their own usage using GigaSports – same as members.

C. No shows and Court Monitoring

There are problems that Gerry is addressing.

D. Branded Apparel for the Club

The Board is considering this.

E. Mandatory Volunteer Hours

Increased participation by members would be great.

F. Tiered Membership

This issue is too complicated to discuss at this meeting.

G. Consultation with Members Prior to Program Changes

We will improve this more in the future.

Anyone interested in joining the Board, please contact Oliver.

Comment from the floor – we need to run changes to Job Descriptions by membership as it affects By-Laws.

H. Bios and Photos of Pros on Website

This was addressed at the last pros' meeting and their bios will be posted as soon as the Pros send their photo and bio to Dot Knight.

I. Court Availability on Weekends

- J. The question was asked if everything discussed at Board Meetings is on the website? Yes, the Minutes are posted, but not the “In Camera” portion of the meeting.

One member questioned why her “motion” was not on the AGM Agenda. Oliver replied that it was because her submission was seen as a suggestion, not a motion. Oliver acknowledged that the Board is addressing her concern.

- K. It was also raised that correspondence to the Board is not getting back to the membership because the Board decides what everyone should see. Oliver agreed and stated that it is because it is the Board of Directors who make those decisions.

- L. Another member stated that she doesn’t use the ladies’ programs because they don’t fit her needs. She is displaced by the Ladies’ League and can’t get time that suits her. She stated that those who play leagues do not use some or any of their 3 bookings per week and this concerns her. She suggested members use their court bookings for leagues. It was decided to discuss this off-line.

- M. A member suggested we ask younger people to help out/volunteer (not Juniors).

- N. A member asked what each Pro is being paid. Jackie asked the member to send her an email and she will provide the amount.

- O. A question was raised re Corporate Tax Return: What was the amount of Corporate tax paid? Jackie said it was zero. We are a CRA Approved Not-for-profit establishment. As long as we spend the money we have accumulated, CRA is not concerned. We may end up in a different tax bracket due to the high amount of cash we have on hand.

P. A question was raised re telephone and internet charge being so high. We currently have Bell as our provider and charges are for TV, Phone and internet. Oliver suggested we shop around for a new provider.

Q. A question was raised re why our insurance went down. Jackie explained it was because OTA partnered with AVIVA and we got a better deal.

R. The minutes of the 2017 AGM and the Financials have not yet been posted on the website. Jackie to send Dot the 2017 Financials. Dot to include in the minutes.

12. ADJOURNMENT

MOTION TO ADJOURN. Moved by John Korosi, seconded by Jackie McCluskey. Carried.

The meeting adjourned at approximately 10 p.m.