



<b>Meeting</b>	<b>ATC BOD Bi-weekly Meeting</b>
<b>Meeting date</b>	December 16, 2020
<b>Location</b>	Zoom Call
<b>Prepared by</b>	Debbie Scott
<b>Attendees</b>	Christopher Duque ( <b>President</b> ), Ron Gelens ( <b>Vice President</b> ), Oliver Barkovic ( <b>Past President</b> ), Anne Luxon ( <b>Social</b> ), Deb Sylvester ( <b>Marketing</b> ), Deb Scott ( <b>Secretary</b> ), Miranda Duque ( <b>Program</b> ), Bob Pride ( <b>Court Management</b> ), Jesse Vermeer ( <b>Maintenance</b> ), Connie Godyn ( <b>Treasurer</b> ), Malcolm Harris ( <b>Membership</b> ).
<b>Regrets</b>	Jesse Vermeer ( <b>Maintenance</b> )
<b>Next meeting date</b>	January 6, 2021 – Zoom Call

**DISCUSSION ITEMS:**

**Approval of Past Minutes:** No issues with past minutes.  
 Anne put forth a motion to approve  
 Seconded by Deb S – all in favour to pass minutes

**New Business:**

COVID Discussion

**Roll-out of New Rules**

- No changes from the Region of Halton. No issues with current rules in place
- Still complaints about the 5 minute rule. People are coming inside the bubble before their scheduled court time
- There is a clock outside of the bubble. A suggestion to post a sign “Do not enter until time booked” was recommended

**ACTION**

Chris to send an email to the members about the 5 minute rule as well as a reminder for members to wipe down the door and sign the log form

## 1. Pro's Contract

- Identified that the 30 day termination clause was left out of contract in error and that it will be put back into the contract
- long discussion on end date of contract being either 'bubble down' (end of April) versus 'bubble up' which would be end of Sept. but no consensus at this time
- Felt that survey feedback might be of value moving forward on the pro's contracts
- Also discussed a month by month option but felt that with 30 day termination clause this wasn't necessary
- Pros currently not getting any monies other than their lesson income
- No programming at present because of Covid
- Discussion on end date of contract being either 'bubble down' (end of April) versus 'bubble up' which would be end of Sept. but no consensus at this time

### ACTION:

The Pro contracts to be revisited after survey results.

## 2. Court Booking Update

- A couple of issues with the new court bookings. Finally all set up with gigasport
- Once the old booking screen is deleted the new booking screen should work better
- A goal going forward is to get rid of the ½ time slots
- Booking questions will be added to the survey
- Ball machine bookings – There is a list of who has been trained and who has signed the waver
- Members are booking with the ball machine, and then changing the ball machine booking with a name. The Ball Machine is not to be used to hold an advance booking
- A letter about the Ball Machine will be sent out to the membership to explain process and payment. If payment isn't received the night before, the booking gets cancelled
- A suggestion - If a member books the ball machine, payment should be made in advance prior to 10 pm, the day before the ball machine booking. The same should apply for guest fee's, when we are again able to allow guests
- Discussions to take place about creating a "Dummy" bank account. Dundas club already has it in place. Will make the payment process much easier

### ACTION

A letter will go out to the Membership. Included in the letter will be information about booking the ball machine. A waiver needs to be signed and training is required before anyone can use the ball machine. Details where to find this information on our website, will be included.

### 3. Membership Update

- Accounts to be shut down. One member (student) sent a NSF check
- Past minutes, summary of replacements are listed
- 50 membership replacements have been completed. Will be shutting down trying to find new members
- Some new members have asked about leaving, requesting a Sabbatical
- Some members on a Sabbatical are now asking to become a member
- Discussed that all of the full time members knew the COVID rules

#### MOTION

**At this time, the ATC Board of Directors will not provide refunds or credits for memberships.**

Seconded by Ron and all in favour

### 4. Survey Update

- Nothing new to report. Getting together in the next few weeks to go over and update some of the survey questions

#### ACTION:

Survey group will be meeting to go over and update the survey questions

### 5. Ancaster Bubble - Request for Information

- Ancaster has been approved for a bubble. They are asking for information about our blower
- Majority are good with sharing all of the details about ATC blower

#### MOTION

**The blower information will be shared with the Ancaster Bubble.**

Seconded by Ron and all in favour

## 6. Renovation Update

- Drywall is up, lots of work left to do
- Mid-January – tiling, painting, fixtures etc.
- Two possible end dates - end of January 2021 and/or mid-February 2021
- Waiting to connect water line (road to storage room) – process will take a day or two. Once this is done then the tiling and painting can begin
- No new invoices or change orders

## 7. Roundtable

- An excel spreadsheet to be sent out to BOD for personal information, request from accounting firm
- Bank will be updated with signing authorities, in the new year
- Special thanks to Board Members who reached out to new members
- Ladder is becoming busier. Email to be sent out to remind members about using the ladder. The ladder helps members meet and mingle

## ACTION ITEMS

Item	Action	Owner
1	A reminder to be sent out on Friday about the 5 minute rule as well as a reminder to wipe down the door and sign the log form.	Chris
2	Contracts will be reviewed by the board, once the Survey results are collected.	BOD
3	Survey group will meet again to go over and update the survey questions.	Connie
4	A letter to go out to the ATC Membership. Included in the letter will be information regarding the ball machine waiver that needs to be signed and that training is required, before the ball machine can be rented. All payments for the ball machine rental should be paid in advance, prior to 10 pm, the day before the booking. The same should apply for guest fees, when we are again able to allow guests. Details where to find this information on our website, will be included.	Bob
5	Email to be sent out to members to remind them about the ladder	Chris
6	An excel spreadsheet to be used to gather the BOD personal information, required for the Accounting Firm.	Chris

**DECISIONS**

Item	Action	Owner
1	Re-adding the 30 day clause of termination (3.1) into the Pro's contract. The contracts will be reviewed by the board, once the Survey results have been collected.	BOD
2	At this time, the ATC Board of Directors will not provide refunds or credits for memberships.	BOD
3	The blower information will be shared with the Ancaster Bubble.	Chris

**ADJOURNMENT**

Meeting adjourned at 8:40 pm

Next meeting – January 6, 2021