

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**ANNUAL GENERAL MEETING**

**DATE: Oct 20, 2020**

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**Board Members Present:** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Galina Korytek, Neil Huab

**Other Members Present:** 52 (attendee list at end of minutes)

**Presiding Officer** – Vic Sevilla, President

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**7:36 PM – Meeting called to order**

**Total members in good standing – 52**

It was established that a Quorum was present and the AGM may proceed

Tonight's Agenda

1. Approve minutes of previous AGM (2019)
2. Treasurer's Report
3. Membership Director's Report
4. Junior & Ladies Program Director's Report
5. House League Director's Report
6. Social Director's Report
7. Tournament Director's Report
8. VP's Report & President's Report
9. Constitutional Changes
10. Elections, Motions & New Business
11. Any other Business

- The Chair requested that the Agenda for the 2019 AGM be approved. Agenda moved by Vito Casalino and seconded by Norman Cabrera. Motion approved 52-0.
- The Chair requested that the minutes of the 2019 AGM be approved. Motion to accept moved by Cheryl Rankin and seconded by Vic Sevilla. Motion approved 52-0.

- Update on new business that arose out of the 2019 minutes:

**1) Ban one-time use plastic water balls going forward:**

Update from Vic:

The board discussed this motion at length during our February meeting (PRE-COVID) and all agreed that the word 'ban' was too strong. We agreed that phase 1 would encourage members to 'go green' with reminders to all members through email announcements

Fast forward and we are into the Pandemic – all programs for the season were cancelled and no measures were adopted to address the motion.

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Here is the plan for 2021 – we will adopt a slogan to be posted on our website...the slogan will state at message, something (but not exact) to the effect of ...'Let's Go Green and refrain from using plastic water bottles. Please only use refillables'

Additionally, every email broadcast surrounding our programs in 2021 will include this slogan as a reminder

Prakash: Does not agree with the 'amendment' to the proposed ban; unless you take a firm action, people will always bend the rules; issue with single use plastics is getting worse every day; We need to set a good example; when we frame it in easy going terms, everyone will do their own thing

Vic: Even if we use stronger language, such as 'ban', who will enforce it? We don't have a clubhouse with full time people to run the club.

Prakash: if you tell members, it is part of the rules, then the members will 'self regulate'

Galena: mentioned that Canada has announced that they will eliminate once use plastic in 2021, so let's move on from this topic

Vic suggested that we can make our own sign for the 2021 season to post at the club; since we have moved to the new location, we have noticed that plastic bottle usage has reduced this season

Cheryl: keep in mind that we have control when it comes to bbqs and round robins, etc so that is something we can manage; bringing water coolers/jugs...which has already been happening during 2020 round robins

**2) Prakash to reach out to Board members of neighbouring clubs to discuss reconvening the Mississauga Tennis Association**

Prakash advised that he had not done anything as he thought the Board was going to do that?

The 2019 minutes referenced the action item to Prakash, so there appeared to be a 'misunderstanding' – we moved onto the next agenda item.

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Treasurer's Report

**MEADOWVALE WEST TENNIS CLUB**

Financial Summary as of Oct. 17, 2020

**CASH IN BANK**

Beginning Balance (Oct. 28, 2019)	58,473.16
Funds from GIC Investment	114,176.00
Membership/Programs Fees	22,848.00
Ticket Sales (banquet), Donations	1,305.00
<b>TOTAL</b>	<b>\$ 196,802.16</b>

**EXPENSES**

Credit Card / Bank Charges	(1,882.66)
Refunds / Adjustments	(1,249.00)
Expenses for Operations/Activities	(17,233.60)
Payables	(134,283.24)
<b>TOTAL</b>	<b>\$ (154,648.50)</b>

**BALANCE** **\$ 42,153.66**

**MEADOWVALE WEST TENNIS CLUB  
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**Prepared by Neil Huab, Treasurer MWTC  
Oct. 17, 2020**

Meadowvale West Tennis Club Financial Transactions from Oct. 28, 2019 to Oct. 17, 2020									
Date	Beginning Balance (Oct 28 2019)	Funds from GIC investment	Membership/ Program Fees	Ticket sales (Banquet) + donations	Payables	Credit Card/Bank Charges	Refunds/ Adjustments	Expenses for Operations/Activities	NOTES
10-28-19	\$ 58,473.16								Balance as of Oct. 28 2019
10-28-19								\$ 31.67	US Open viewing
10-31-19								\$ 40.15	AGM meeting preparations
10-31-19								\$ 456.41	Global System Solutions
11-01-19						\$ 53.45			
11-01-19								\$ 4,344.62	Website + Banquet + Gift Cert.
11-04-19								\$ 145.26	Pizza Party
11-13-19								\$ 188.71	Annual General Meeting
12-02-19						\$ 53.45			
12-05-19				\$ 1,250.00					ABM Deposit Queensway
12-05-19								\$ 196.69	Board Mtg meals/drinks
12-09-19								\$ 107.41	Board Mtg hosting
01-02-20						\$ 83.45			
01-06-20								\$ 118.70	decorations for Banquet
02-03-20						\$ 53.45			
02-27-20								\$ 915.84	Portalet services
03-02-20						\$ 53.45			
03-16-20			\$ 5.00						Ann tested sending an e-transfer
03-18-20			\$ 430.00						
03-18-20			\$ 130.00						
03-20-20			\$ 126.00						
03-23-20			\$ 153.00						
03-24-20			\$ 756.00						
03-24-20			\$ 1,107.00						
03-24-20			\$ 688.50						
03-24-20			\$ 369.00						
03-24-20			\$ 900.00						
03-24-20			\$ 432.00						
03-25-20			\$ 738.00						
03-26-20			\$ 387.00						
03-26-20			\$ 828.00						
03-26-20								\$ 1,992.00	The Sesh MWTC's website
03-27-20			\$ 328.50						
03-30-20			\$ 117.00						
04-01-20						\$ 449.30			
04-03-20			\$ 58.50						
04-02-20			\$ 126.00						
04-07-20			\$ 198.00						
04-24-20			\$ 126.00						
05-01-20						\$ 88.10			
05-14-20			\$ 58.50						
05-20-20			\$ 126.00						
05-20-20			\$ 297.00						
05-20-20			\$ 243.00						
05-20-20			\$ 117.00						
05-20-20			\$ 144.00						
05-20-20			\$ 207.00						
05-20-20			\$ 126.00						
05-20-20			\$ 90.00						
05-21-20			\$ 117.00						
05-26-20			\$ 148.50						
05-29-20			\$ 117.00						
06-01-20						\$ 246.01			
06-01-20			\$ 90.00						
06-01-20								\$ 394.56	tennis nets, center straps

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Meadowvale West Tennis Club									
Date	Beginning Balance (Oct 28 2019)	Funds from GIC investment	Membership/Program Fees	Ticket sales (Banquet) + donations	Payables	Credit Card/Bank Charges	Refunds/Adjustments	Expenses for Operations/Activities	NOTES
06-02-20			\$ 90.00						
06-02-20			\$ 279.00						
06-02-20			\$ 126.00						
06-02-20								\$ 392.28	Hard Drive - website host
06-03-20			\$ 216.00						
06-03-20			\$ 270.00						
06-03-20							\$ 95.00		Simon Li refund
06-04-20			\$ 189.00						
06-04-20			328.5						
06-05-20			\$ 90.00						
06-05-20			\$ 36.00						
06-08-20			\$ 148.50						
06-08-20			\$ 513.00						
06-08-20							\$ 330.00		Cheryl R. refund
06-09-20			\$ 90.00						
06-09-20			\$ 90.00						
06-09-20			\$ 198.00						
06-09-20			\$ 148.50						
06-09-20			\$ 180.00						
06-09-20							\$ 30.00		Yasmin N. refund
06-10-20			\$ 90.00						
06-10-20			\$ 216.00						
06-11-20			\$ 58.50						
06-11-20			\$ 90.00						
06-11-20							\$ 30.00		Paolo S. fee adjustment
06-11-20							\$ 30.00		Alex T. refund
06-15-20			\$ 180.00						
06-15-20			\$ 216.00						
06-16-20			\$ 288.00						
06-16-20			\$ 234.00						
06-16-20			\$ 144.00						
06-16-20			\$ 189.00						
06-16-20								\$ 48.16	waiver forms, sanitizers
06-17-20							\$ 30.00		Sohail A. refund
06-18-20			\$ 135.00						
06-18-20							\$ 110.00		Alfredo B. refund
06-19-20			\$ 58.50						
06-19-20							\$ 30.00		Sree G. refund
06-24-20			\$ 90.00						
06-25-20			\$ 72.00						
06-26-20				\$ 5.00					Ann made a test e-transfer
06-26-20			\$ 805.00						ABM deposit
06-30-20			\$ 99.00						
07-02-20						\$ 322.44			
07-02-20							\$ 35.00		Carl Boyd refund
07-03-20			\$ 90.00						
07-06-20			\$ 360.00						
07-07-20			\$ 126.00						
07-07-20			\$ 99.00						
07-07-20							\$ 130.00		Matthew A. refund
07-08-20			\$ 216.00						
07-09-20			\$ 117.00						
07-09-20							\$ 140.00		Neil Huab fee adjustment
07-10-20			\$ 99.00						
07-13-20			\$ 441.00						
07-14-20			\$ 90.00						
07-14-20			\$ 126.00						
07-14-20			\$ 144.00						
07-15-20			\$ 99.00						
07-15-20			\$ 144.00						
07-16-20			\$ 90.00						
07-17-20			\$ 126.00						
07-21-20			\$ 90.00						
07-21-20			\$ 126.00						
07-22-20			\$ 90.00						
07-22-20			\$ 630.00						
07-22-20							\$ 1,810.20		Vito purchase of tents, etc.
07-22-20							\$ 621.50		meals/drinks for volunteers
07-23-20			\$ 180.00						
07-24-20			\$ 90.00						
07-24-20							\$ 4,278.29		Royal Security, gate lock
07-27-20			\$ 9.00						
07-28-20			\$ 216.00						
07-28-20			\$ 99.00						
07-28-20			\$ 90.00						
07-28-20			\$ 126.00						
07-28-20							\$ 35.00		coffee for volunteers

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07-30-20			\$ 350.00						ABM deposit
07-30-20			\$ 144.00						
07-30-20			\$ 90.00						
07-31-20			\$ 153.00						
07-31-20			\$ 297.00						
08-04-20			\$ 90.00						
08-04-20			\$ 216.00						
08-04-20			\$ 220.00						
08-04-20		\$ 114,176.00				\$ 294.49			invested funds moved to C.Acct.
08-04-20							\$ 40.00		A. Roy fee adjustment
08-04-20								\$ 151.32	Lunch for set-up on moving day
08-04-20							\$ 30.00		Senad fee adjustment
08-05-20			\$ 90.00						
08-05-20			\$ 180.00						
08-05-20			\$ 126.00						
08-07-20							\$ 119.00		Klein K. refund
08-10-20			\$ 63.00						
08-10-20								\$ 168.99	Vito signs, board, court #
08-14-20								\$ 103.00	Dave hosted Board Mtg.
08-17-20			\$ 126.00						
08-18-20			\$ 135.00						
08-19-20							\$ 30.00		Alan G. fee adjustment
08-21-20								\$ 64.13	members' cards, straps,etc
08-25-20			\$ 63.00						
08-28-20							\$ 40.00		John de Mello
08-31-20			\$ 550.00						ABM deposit
08-31-20								\$ 88.32	Court Rules Signage
09-01-20						\$ 101.62			
09-14-20								\$ 152.00	Von Kat refund
09-16-20								\$ 40.00	Club Pro Jeremy rating ssn
09-17-20								\$ 173.74	BBQ
09-24-20								\$ 51.39	materials for tent repairs
09-28-20								\$ 63.26	tarps bought from Costco
10-01-20						\$ 83.45			
10-06-20				\$ 30.00					donation Nepalese group
10-13-20				\$ 20.00					donation from Alfredo
10-15-20								\$ 60.00	Sachin payment of ICTA fee
10-17-20									
						\$ 237.30			fees,new agreement w City
						\$ 145.94			meals, etc closing courts Oct. 14
						\$ 132,000.00			City of M. installation of lights
						\$ 1,000.00			Portalet charges (estimate)
						\$ 400.00			Insurance
						\$ 500.00			Hydro charges (estimate)
TOTAL	\$ 58,473.16	\$ 114,176.00	\$ 22,848.00	\$ 1,305.00	\$ 134,283.24	\$ 1,882.66	\$ 1,249.00	\$ 17,233.60	

Neil introduced himself to the members on the call; joined club on June 1<sup>st</sup>

Our Treasurer (Ann Santos) resigned in July and Neil was asked by Vic to help out the club

Neil prepared a summary all cash we had coming into the Club's bank account and expenses coming out; large portion of the payable is approx.. \$132K to City for the installation of lights; detailed expenses included in the report – lower than prior seasons as many of the club programs were cancelled.

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Neil went through the payables that due in the coming weeks:

\$ 237.30	fees,new agreement w City
\$ 145.94	meals, etc closing courts Oct. 14
\$ 132,000.00	City of M. installation of lights
\$ 1,000.00	Portalet charges (estimate)
\$ 400.00	Insurance
\$ 500.00	Hydro charges (estimate)
\$ 134,283.24	

Question – Albert – why do we have to pay for the installation of the lights if the City owns the land? Vic- that was the agreement made between the City and the club a long time ago...that the club would pay a portion of the expenses incurred to move to the new location. Those expenses turned out to be the cost of the lights

The Chair requested that the 2020 Treasurer’s report be approved. Motion moved by Tim Byford and seconded by Albert Simon. Motion approved 52-0

**Membership Director’s Report (Tim Byford)**

- We only had about half of our memberships in the normal time frame (Spring), but once we moved to the new location, we had a large influx of members sign up.
- Once we moved to the new location we had 200 new members sign-up, but of that 159 members did not pay (or even show up)
- In 2021, we’ll address this by removing memberships if they have not paid within 2 weeks of signing up
- Majority of memberships today are paid by credit card, which result in many credit card fees. Our goal for 2021 is to start to accept E-transfer as the ‘preferred’ form of payment, which should reduce our overall credit card expenses
- Question – Santosh – do we close off our membership portal at a specific period during the season? Tim – we did close it off this year, simply because of the large wait times members were experiencing at the club; more people were playing at the club regularly (likely because many were working from home – less commuting time, allowing more free time to play tennis)
- Question – Prakash – Santosh raises an important point; when we close off the membership at a certain point, we should do that based on the number of ‘paid’ members, so if people want to sign up in the middle of the season are not penalized because we have artificially shut down the memberships at 400. Tim clarified that this is not the metric we used this year. Court wait times were extreme this year and that was the driving decision for closing off the memberships.

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- Question – via chat – any thoughts to implementing an online booking system to address the wait time issue? Tim – without having someone at the courts, it would not be feasible, and it would be a lot of work to implement.
  
- Nixon – can we install a webcam at the courts; this way people can view how busy the courts are before deciding to come out? Cheryl – this would be expensive due to the ongoing internet charges. Vic – we will add it to our list of items for investigation for next year
  
- It was brought up that Erin Mills Tennis Club is using an online booking software called Jegysoft that allows members to remotely reserve courts; Tim mentioned that we have had a demonstration from Jegysoft; we will look into it further, specifically how it can integrate into all the other things going on in our website; the software is on our radar – when we looked at, the estimate came in at around \$2,500 annually. It is something we will look into again.

The Chair requested that the 2020 Membership Report be approved. Motion moved by Rajeev Dureja and seconded by Sachin Ahuja. Motion approved 52-0

**Junior & Ladies Program Director's Report (Sachin Ahuja)**

- While Covid limited the things that we could do this year, 2021 looks promising for several reasons:
  - we've had an increase in the number of junior members – an equal ratio of males and females
  - new location impact for 2021
  - building off the 2019 successes like introducing tennis camps, little Aces programs, re-establishing the ladies program (thanks to Vic's efforts)
- We still paid our membership fee to the ICT for 2020 and look forward to continuing our ICT participation in 2021

The Chair requested that the 2020 Junior & Ladies Program Report be approved. Motion moved by Paul Bergin and seconded by Galina Korytek. Motion approved 52-0

**House League Director's Report (Galina Korytek)**

- The Houseleague program was cancelled for the season due to Covid
- We did, however, hold one ratings session in September in preparation for 2021; there were over 20 attendees

The Chair requested that the 2020 House League Report be approved. Motion moved by Albert Simon and seconded by Trevor Devotta. Motion approved 52-0



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**Social Director's Report (Cheryl Rankin)**

- Covid prevented us from having some of the 'regular' social activities such as barbecues and banquets
- We did run three ladies' round robins this year and had great attendance
- We also introduced some club newsletters
- Vic thanked Cheryl (on behalf of all members) for her initiative in producing and publishing the newsletter and running the ladies' round robins

The Chair requested that the 2020 Social Director's Report be approved. Motion moved by Sachin Ahuja and seconded by Paul Bergin. Motion approved 52-0

**Tournament Director's Report (Paul Bergin)**

- While being proactive in setting up the schedule of tournament dates for the year, Covid prevented us from running any of them
- Lakeshore League was also cancelled in May

The Chair requested that the 2020 Tournament Director's Report be approved. Motion moved by Galina Korytek and seconded by Sachin Ahuja. Motion approved 52-0

**Vice President's Report (Vito Casalino)**

- We completed the move this year; Vic and I were very involved
- We installed a new gate and lock
- We set-up some gazebos and lost a couple due to weather (a learning experience)
- We got a new shed
- Awaiting City approval to install a metal gazebo secured into the concrete
- We have been approved by the City to have a water line coming into our courts in the form of a tap
- We did something different this year in that we did not remove our screens completely at the end of the year; rather we folded them half-way....it saved a lot of time from removing them completely
- Vito also made a rack for the courts to tell who is on what court at what time and he installed numbers on the courts
- We've improved our club a lot as a result of the move
- Vic mentioned that our courts are not 100% complete – the padded part of the club still needs to be painted
- Question – since the City is bringing the water onto the courts, could they go one step further and install a washroom; Vito – we already have a port-o-let in the enclosed

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section of our courts. Asking the City to install a washroom would be costly and require us to provide heating as well

- Albert commended Vito and Vic for the exceptional job in setting up the courts and the hard work they've done to make the move successful
- Question – Albert – how will we secure the courts during the winter season? Vito – change with a lock around the gates, so no one will get in without the key; we'll check it out once in a while during the winter
- Question – Prakash – can we move the practice board one racquet length to the left (when standing in front of it); Vito will look into it
- Question – Prakash – consider using reusable ties for the windscreens; Vito mentioned that we are reducing the amount that we do use by not taking all the screens down

The Chair requested that the 2020 Vice President's Report be approved. Motion moved by Prakash Bansod and seconded by Matthew . Motion approved 52-0

**President's Report (Vic Sevilla)**

- Vic advised the members that he will be stepping down as President
- Vic thanked the Board of Directors and the IT guys
- Vic thanked the many volunteers that keep the club maintained
- Vic also thanked the City of Mississauga for the assistance they have provided us throughout the pandemic – in what has been an unusual year of 'firsts' for everyone, we are grateful for the support that the City has provided us.
- Our move to Churchill Meadows has been a success! We were not able to have achieved such a successful move without the cooperation and efficient assistance provided by the City of Mississauga, so another thanks to the staff that have been so helpful in facilitating our move to the new location
- On behalf of the Board, Dave thanked Vic for his contributions and let him know that we really enjoyed working alongside him serving as our President

The Chair requested that the 2020 Vice President's Report be approved. Motion moved by Cheryl Rankin and seconded by Vito Casalino. Motion approved 52-0

**Elections**

- In addition to Vic stepping down as President, Paul has informed us that he will be vacating his position as Tournament Director
- Prior to this meeting, two nominations were put forward:
  - Sachin nominated Cheryl Rankin for the position of President
  - Tim nominated Vic Sevilla for the position of Social Director
- The Chair mentioned that we are taking nominations this evening for all the positions on the Board and any member in 'good standing' can be nominated for a position
- Several nominations for the various positions were put forth by the members using the 'chat' functionality on Zoom

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- The Chair called out the names of those individuals where there was more one nomination for a specific position:
  - Vice President – Vito Casalino, Galina Korytek – Galina advised that was not accepting the nomination
  - President – Cheryl Rankin, Neil Huab – Neil declined the nomination
  - Social Director – Vic Sevilla, Yar Rizvi, Arnold Magnoso – Yar & Arnold declined the nominations
- Tournament Director – Arnold Magnosa, Stanley Lam, Eric Magtoto, Joseph Jarabe, Tarek Hassan – Joseph, Arnold, Eric and Stanley declined the nomination
- After reviewing all submitted nominations, it was determined that there was no need for any votes as there were no instances where multiple members were running for the same position
- The new Board of Directors for the 2021 season is as follows:
  - President – Cheryl Rankin
  - Vice President – Vito Caselano
  - Social Director – Vic Sevilla
  - Secretary – Dave Sarin
  - Membership Director – Tim Byford
  - Tournament Director – Tarek Hassan
  - Houseleague Director – Galina Korytek
  - Treasurer – Neil Huab
  - Juniors & Ladies Program Director – Sachin Ahuja

The Chair requested that the 2021 Board of Directors be approved. Motion moved by Albert Simon and seconded by Rajeev Dureja. Motion approved 52-0

**Closing Remarks (Sachin Ahuja)**

- On behalf of the Board of Directors, Sachin took a few minutes to recognize both Vic and Vito's contributions to the success of the club
  - Vic has been instrumental in negotiating with the City to get us to our new location during Covid 19
  - He brought on a new club Pro
  - He pioneered the creation and development of the new MWTC website, spending countless hours interacting with the IT guys
  - Vito has been a key player in negotiating and getting us set-up at the new location
  - Vito has been responsible for a lot of the things you see at the courts today, such as the practice board, racquet sign-up board, installation of new equipment and overall general maintenance and repairs of the courts
  - He has been involved in all of the major purchases we have made to improve the club and has devoted countless hours to being on site for all meetings with vendors, City officials, etc.

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- Question from chat – Nixon – is there any way we can also have the old courts in addition to the new location?
  - Vito advised that the City will be taking over the old courts for public use, and lessons
  - Nixon expressed concerns that next year may be even busier at our new location once the programs (houseleague) are reinstated
  - Vic advised that running one club is a lot of work already so running a second would be a challenge; additionally, the old courts are in need of repairs that would fall on us if the City gave them back to us; the City is planning to use the old courts for their public lessons

**New Business**

‘Member XX’ – we should consider the set-up of a trust fund. With a trust fund, you can designate who you want your money to go to, including the MWTC. If enough people do this, the MWTC will see a lot of money coming in – similar to large alumni associations in the US. Many homeowner’s properties are worth more than \$1 MM, so someone designating a small percentage (such as 1% or 5%) to the MWTC would create a lasting stream of money coming in.

The club itself can set-up a trust fund to protect its assets from being taken.

Member ‘XX’ is suggesting that we look into offering this to the membership and look into setting up a trust fund to protect our assets

Vic advised that he will work with Neil and approach CIBC to see what options may be available

The Chair thanked everyone for ‘virtually’ attending this year’s AGM and hopes to see everyone in 2021.

The meeting was adjourned by the Chair at 9:04 PM

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**2020 ANNUAL GENERAL MEETING  
ATTENDEES**

Cheryl Rankin  
Tarek Hassan  
Neil Huab  
Galina Korytek  
Paul Bergin  
Janeth Huab  
Vito Casalino  
Calvin Tiu  
Yar Rizvi  
Rajeev Dureja  
Himani Dureja  
Shailesh Godse  
Lawrence Anoliefo  
Rod Peterson  
Dave Sarin  
BJ Michael Raymundo  
Yasmine Navid  
Joseph Jarabe  
Trevor Devotta  
Sachin Ahuja  
Vic Sevilla  
Catalin Rusu  
Eric Magtoto  
Tim Byford  
Staney Lam  
Alan Glenn  
Carlos Sousa  
Paco Moreno  
Prakash Bansod  
Norm Cabrera  
Peter Hogna  
Isabel Peterson  
Santosh Nagulapelli  
Anil Thapa  
Natalie Venable  
Siddharth Joshi  
Ngha Nguyen  
Nixon Xavier  
Gagan Gill  
David Briand  
Arnold Magsano  
Ariel Reyes

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

Raghu Sanaga  
John DeMello  
Poushali Datta  
Puranjay Rajpal  
Albert Simon  
Siddarth Benjamin  
Silvia Ramirez  
Andrew ?  
Matthew ?

MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON

POST AGM MEETING ADDENDUM: 2020 FULL YEAR STATEMENT

## Meadowvale West Tennis Club Inc.

Ontario Corporation Number: 1652991 (Aug. 10 2005)

**ASSETS & LIABILITIES** January 1 to December 31 2020

### ASSETS & REVENUES

Beginning Balance (Jan. 1 2020)	54,105.34
(current balance in CIBC chequing account)	
Funds from Investments (GIC)	114,176.00
<b>TOTAL REVENUE in 2020</b>	<b>22,903.00</b>
(\$22,848 membership fees + \$55 donations)	

**TOTAL ASSETS      \$ 191,184.34**

### EXPENSES & LIABILITIES

Credit Card Processor Charges (2020)	(1,882.66)	
Refunds / Adjustments (2020)	(1,249.00)	Operations/Activities
(2020)	(11,722.68)	

**TOTAL EXPENSES in 2020                      \$ 14,854.34**

### LIABILITIES (PAYABLES)

Payment for Hydro for 2020 (est.)	(500.00)
Pay City, installation of lights (est.)	(133,000.00)

**TOTAL LIABILITIES      \$ 148,354.34**

**TOTAL NET ASSETS      \$ 42,830.00**

by Neil Huab, Treasurer MWTC

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: OCT 13, 2020**

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**Board Members Present:** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Galina Korytek, Neil Haub

**Regrets:** None

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**7:15 PM – Meeting called to order**

- Round table discussion with each member requested to bring forward any agenda items

**Vito**

- Closing courts 'officially' on Oct 14<sup>th</sup> – calling on volunteers (8 confirmed)
- May be doing something different with windscreens – planning on folding in half and securing bottom part – should be less resistant to wind; we will see how it goes
- 'HEAD' sign will be coming down, court numbers will be coming down; nets will be coming down

**Neil**

- Created a 'simplified' Treasurer's report (attached)
- Aug 4<sup>th</sup> – Vic, Helen and Neil attended CIBC to update bank signatories for the club; Neil and Vic are now club co-signatories for any cheques issued by the club
- Neil now has 'online' access to bank accounts – email Neil if anyone wants to see them
  - Neil also learned how to 'receive' email transfers into the account; we do not, however have the ability to issue email transfers
  - Recently, some GIC investments have matured; In anticipation of the payment to the City for our portion of the move, these funds have been moved to our current account (approx.. \$114K)
  - We are expecting to pay the City approx.. \$132K to the City (not official)
  - Also need to pay \$273 in legal fees in preparation of our new agreement with the City
  - Expect to have approx.. \$44K in the bank after all expenditures
  - Vic managed to 'test' out the email tsf capability by successfully accepting the following payments:
    - Rec'd \$30 from Anil for the Napaly tournament
    - Rec'd \$20 donation from Alfredo for the ball machine
    - Galina has \$20 cash to pass on from the recent ratings session – Galina to keep the cash and email transfer; Neil to send Galina details
  - Tim suggested that the email address for payment be changed to 'payment@mwtc.ca' and use one of our mwtc accounts, rather than a gmail account
    - Advantage of doing so, it looks more legitimate rather than a general gmail address that anyone can set-up
    - Neil will follow-up with the bank to make the changes
    - being able to pay cash, they will be treated on an exception basis; consensus amongst Directors to proceed
    - **Action item assigned to Tim to update website**

**Sachin**

- Follow-up from our last meeting where Neil and Sachin were to investigate a cheaper 'point of sale' option
- Confirmed that pricing for Square POS is too high – internet access is required; per trns charges; someone needs to be physically present for Square to work; approx. \$3,200



**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: OCT 13, 2020**

- Recommended that email transfer capability to receive and send payments would be the most economical option
- Galina – can we keep things as is? We currently accept credit card payment online, but the costs are in the neighbourhood of \$2,400 annually; base fee per mth; fee per trns; % of trns amount fee
- Suggested that we provide two options:
  - Continue to pay by credit card
  - Pay by e-transfer
- Should we incentivize the use of e-transfer; we should consider adding a ‘service’ fee for use of credit card – say \$1 to help cover the cost; this is being done by other clubs and businesses
- Sachin advised that we have paid \$60 to cover the costs of ‘Inter-County’ – despite the fact that IC did not happen due to Covid, all clubs had been requested to pay a portion to cover ongoing fixed expenses being incurred by the league and to keep our club in good standing
- Neil – are we thinking about changing our membership fees for next season? Vic advised that Erin Mills is charging \$10 more than us and we can offer more.
- Next year’s fees will have to be set by the new Board, not the current Board

**Dave**

- The City has sent us the ‘Management and Operations’ Agreement that they have requested us to sign, issue payment and send it back.
- In reviewing the document, there is a section within the insurance clause that requires that we provide a ‘certificate of insurance’ for ‘All Risks’ insurance
- I have had a conversation with several people including our City contact (Kevin Nutley) as well as Jeff McIntosh (AON Ins.), the individual representing the company that handles the City’s liability insurance
- Here is what we have, what we are being asked for and what’s nice to have vs. need to have:
  - We are covered under the City’s affiliate program for \$5,000,000 of commercial and general liability insurance
  - The ‘All Risk’ certificate we are being asked for provides proof that we are holding insurance for property we own at the club; as there is a minimal amount of property, we have pushed back with the City and requested that this requirement be ‘waived’
  - **Oct 21<sup>st</sup> Update – rec’d ‘ok’ from Kevin Nutley to send in the agreement without the proof of ‘All Risks’ insurance. This has been an existing requirement for years but is now being enforced. Kevin acknowledged that they are ‘enforcing’ the requirement with clubs that have a clubhouse on the premises. The City is ok with us not having this insurance if we understand that they would not cover us for any of our property damage**
  - Directors & Officers insurance is something that has been ‘recommended’ for organizations to have. It protects the D&O’s of the club from any personal liability. This is something we have discussed pursuing in earlier meetings and agreed to look at again for the 2021 season

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: OCT 13, 2020**

**Paul**

- Confirmed that he is stepping down as Tournament Director to spend more time with his grand children
- Paul noticed that the City is doing some work right now, running a water line by our courts to the community garden – wondering if we can ask the City to build a line inside our fence (since they are already there doing the digging) – **Vic to follow up with the City**
- From the last meeting, regarding Ian's ball machine – Paul would like to respond back to Ian
- Sachin – it is a good buy from a cost perspective; maybe good to keep it for the Juniors program as we expect to attract new talent – it might be something that Jeremy may use for the program? Could be a 'revenue generating' opportunity for the club
- Vic – concern about who will use it? If the club pro doesn't use it then nobody will
- Vic suggested posting it on Facebook; Paul will go back to Ian and let him decide
- Decided that Paul will talk to Ian and let him know/decide

**Cheryl**

- Confirmed that the annual meeting will be Tuesday Oct 20<sup>th</sup>
- After some discussion amongst the Board, it was decided that Cheryl would be sending out the meeting invite with the Zoom link
- Recommended that the invite go ahead prior to the weekend on Oct 15<sup>th</sup> with a reminder on Oct 19<sup>th</sup>.
- Cheryl – who is putting the wording together for the invite? Tim and Cheryl to coordinate putting together the invite
- Cheryl confirmed that the Zoom participant limitation is up to 100 people; Dave pointed out that this year we should expect a higher than historical attendance
- Vic asked about how questions will be addressed by members – chat functionality (written) as well as participant hand raising functionality (oral) will be available
- Details to be shared at the beginning of the meeting by the Moderator
- **Elections**
  - Galina – have we determined how to handle the election of members – will we have two people in the same space (to maintain integrity of the vote)?
  - After some back and forth, we determined that nominations must be taken from the floor on the day of the meeting
  - Vic highlighted that only members in good standing can run for a position; Tim suggested that any emails going out be sent to paid members only
  - Galina asked about age requirements – constitution states anyone over 18 can run; student/kids cannot run
  - Vic – how do count the votes; Sachin suggested that we run the 'poll' on Zoom – Cheryl to investigate; Survey Monkey is also a doable option (confirmed by Tim)
  - Galina – Vic and Paul have indicated that they are stepping down; Would Vic be interested in staying on the board in some other capacity?
  - Neil mentioned that if someone else (with Accounting experience) would be interested in running for Treasurer, then he would step down – we noted this and advised Neil that we were happy with him staying on as Treasurer
  - Cheryl asked for confirmation as to who is planning to stay on? Everyone else confirmed their intent to stay on
  - Vic – what happens if nobody wants to be President? It would be run by committee

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: OCT 13, 2020**

- Cheryl asked for expectation of time commitments. Vito – this year was unusual because of the move; there were several things that Vic was doing that he should not have been doing; Dave – next year is more about how we effectively run the club
- Cheryl – suggested that Vic stay on and delegate some of the duties to other board members; this ensures some consistency and continuity in the leadership
- Vic declined but suggested that Cheryl would make a great President
- Cheryl suggested that Vic and Vito trade roles – Vito declined as he is not comfortable handling all the emails/ tech
- Cheryl highlighted that she is currently VP of her Toastmasters club, set to expire in July
- After input from all Board members, Cheryl agreed to run for position of President while Vic has agreed to run for Social Director and assist Cheryl behind the scenes

**Meeting Format**

- Sachin has suggested that he is happy to follow the same presentation format from 2019, but has only received information from Cheryl and Neil
- Sachin has requested details from the rest of the Board..one slide per Director
- Agreement to have one slide per Director even if there is no information to report (as many programs were cancelled)
- Galina – do we have to mention during the meeting that next year's registration will require the signing of a waiver? Tim – already part of the sign up process, so no need to mention
- Sachin requested all input by Sun Oct 18<sup>th</sup> and sent on Monday for review – no need for a 'dry run'
- Cheryl – mentioned that we need to address the motion about water bottles that was raised last year; Dave mentioned that we be prepared to speak to progress that has been made; Sachin to include in presentation
- Vic confirmed that we will have two moderators for the meeting – Dave & Cheryl
- Cheryl will confirm whether we use Survey Monkey or Zoom polls and then determine the logistics; we can then determine if we need scrutineers
- Tim – make sure we mention one vote per device
- Dave – to check wording within the constitution as it relates to members in good standing and ability to vote/run for an elected position

**Meeting adjourned 8:42 PM**

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: SEPT 16, 2020**

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**Board Members Present:** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Galina Korytek, Neil Haub

**Regrets:** None

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**7:25 PM – Meeting called to order**

- Round table discussion with each member requested to bring forward any agenda items

**Vito**

- Status of Gazebo request to the City:
  - City wants to know how the gazebo will be installed (ie. bolted down?) to ensure safety and preventing future damage; no approval until next year
  - City has stated that they provide direction and support for the 2021 season
  - Vito to fill out the application again and resubmit for 2021 consideration

**Vic**

- Estf account, email and password has been set-up & activated
- **Proposal – do not accept cash sales for 2021 going forward – membership, programs, tournaments**
  - Cheryl raised concerns about disallowing ‘cash sales’ – there are people that do not do internet banking; these could be longtime members; ‘no cash’ is too strong of a statement
  - Paul – they could also go online and pay by credit card (as they can today); two options today – online or etsy
  - Vic pointed out that he is dealing with cash transactions 99% of the time; other clubs are ‘cashless’; does not see this as an issue
  - Galina – for tournaments, it was convenient to receive pymt in cash as it was being used to fund coffee/food expenses for the tournaments
  - Paul – this would mean that anyone wanting to play in the tournament would need to make pymt by etsy or online prior to the tournament beginning
  - Dave – suggested that we state that we will be ‘cashless’ for 2021 as it relates to membership and programs only; for tournaments – cash is still ok and would be at the discretion of the tournament director; for those members that have an issue with not being able to pay cash, they will be treated on an exception basis; consensus amongst Directors to proceed
  - **Action item assigned to Tim to update website**

**Sachin**

- Highlighted POS options that are available
- SQUARE (mentioned last meeting) – pricing has decreased; \$59 one-time activation but somebody has to always be carrying the device with them’ Square is just one form of POS option available – multiple others, but Square seems to be the cheapest
- Another option – Cdn company, Light Speed POS (Montreal based co.) – cheap and worth investigating; some obstacles include, internet capability being available, somebody being present to have the device on them

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: SEPT 16, 2020**

- Q for Tim – what kind of work would be involved to move away from our current card processor to someone else? – depends on their API and how long it takes to integrate
- Tim – reviewed ‘Light Speed’ ...ecommerce \$129/mth, card processing rate 2.6% plus \$.30/ trns; more expensive than what we pay today
- Sachin will investigate getting a ‘corporate discount’ to see if it is any cheaper
- **Action: Sachin to coordinate with Neil to investigate potential cheaper options**

**Dave**

- We received an email from Justin Agius, a Category Reviewer of documents with the City of Mississauga. We are required to upload annual reporting to participate in the City’s Community Group Registry program.
  - The last update of information was provided by Ian in 2019
  - City requires updated BofD list, Financial Stmt, AGM minutes and any constitution by-law changes
  - Dave to work with Justin to get this completed
  - Vic advised that everything is included in our website
- Looking into obtaining quotes on Director’s & Officer’s liability insurance
- Specific to Director’s & Officer’s and separate from outside the insurance provided by the City
- Agreement by the Board to not purchase until the beginning of the 2021 season

**Vic**

- Our old **ball machine** has not been used since Arthur was our pro
- Machine is old, heavy and would require substantial expense (\$300-\$400) to get it in working order; it is taking up space in storage
  - One member (Alfredo) is interested in taking the ball machine; he would bear the expense of repairing it
  - Suggestion was made to ask for ‘donation’ in order to reflect that a ‘transaction’ occurred
  - Need to be aware of the optics – didn’t put it on the website advising other members that it is available; what if others find out that he got it for free
  - Vito – suggested giving it to Alfredo, if he can fix it and it works, then he can make a donation – **Agreed by the Board**
  - If Alfredo does not want it, then we can make it available to other members
- Paul – notified the group that the ball machine Ian had left with us has not yet been used; arrangement was that Paul would try it out and if we liked it, then the club would purchase it at a substantially reduced price (Ian paid \$1,400..looking to recoup \$500)...has a remote with a chargeable battery.
- Challenges with having a ball machine in the absence of a clubhouse:
  - Would need to be available by appt; executive member would have to be present
  - Other clubs that have machines charge on a hourly basis
  - Rules and guidelines need to be in place – it should not be available whenever the member wants to book it
  - Use of the machine would need to be restricted

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: SEPT 16, 2020**

- Concern over the 'care' of an expensive machine
- Could try it out and then tweak it over time – not a decision for now, but something to look at in 2021
  
- **Jack Petrelli** is moving to Windsor
- Jack has been running our Sunday round robin since 2010!
- Vic would like to acknowledge Jack's dedication and service by giving him a gift card and is requesting Board approval
- The Board is agreement with Vic purchasing a \$100 gift card and presenting it to Jack at the next round robin

**AGM Meeting**

- Given the current situation, the meeting will be held via Zoom
- Vic has asked Cheryl and Sachin to investigate the feasibility of holding the meeting on Zoom for 30+ members
  - Immediate challenge would be how to hold a secret ballot
- Next meeting (dry-run of AGM) to be scheduled for Tuesday October 13<sup>th</sup>
  - Send all of your content for the presentation to Sachin and he will format and compile the presentation
  - Neil to have the financial statement for 2020 ready
  - Vic requested a private meeting with Sachin and Cheryl during the week of Oct 5<sup>th</sup> to iron-out any details prior to the meeting on the 13<sup>th</sup>
- AGM meeting to be held on Tuesday October 20<sup>th</sup>
  
- Vic – advised the Board that he will be stepping down as President at the end of the season
  - While Vic would like to remain in an advisory capacity with the executive – assign as a committee head, work with the City, maintain club, work with Vito
  - Vic would prefer that his replacement come from within the current executive
  - The Board acknowledged and thanked Vic for his leadership, passion, proactiveness and his ability to get things done over the past two years! A great deal has been accomplished during Vic's tenure.
  - "Let's maintain the momentum and continue to move forward in 2021"
- Paul – was reviewing the City's corporate policy documents that Cheryl (City provided) and referenced the procedure requiring schools to go through the City's Customer Service Ctre if they want to use the courts. The CSC would obtain the approvals from the club and issue a permit.
  - While the recent request from Stephen Lewis did not come to fruition this year (due to the cancellation of the school's tennis season), we will need to keep this in mind when the school approaches us again in 2021

**Meeting adjourned 8:30 PM**

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: JULY 29, 2020**

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**Board Members Present:** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Galina Korytek, Vito Casalino, Neil Haub

**Regrets:** None

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**7:32 PM – Meeting called to order**

- Round table discussion with each member requested to bring forward any agenda items

**Vito**

- Move completed
- Went out and bought a shed – paid for delivery & installation
- All arrangements made for the lock installation (completed on July 20<sup>th</sup>)...this took all day
- Lock cost - \$4,200; Shed - \$1,700
- O/S maintenance items to be completed by City – removal of bike rack; some asphalt patchwork; patio area to be painted green; peg to be installed in double door so that gate won't give
- Vito constructed a rack for court scheduling and installed court numbers
- Still negotiating with City for a Gazebo – first proposal was 10'x12' which is above City criteria...anything less than or = 10'x10' is sufficient; Vic has resubmitted request
- Acknowledged Vic for his 'dedication' and hard work back and forth with the City and driving things forward – "we are a Club!"

**Sachin**

- Thanks to both Vic and Vito for a fabulous job
- Junior programs for this season are cancelled, but we expect next year to be busy, based on enquiries to date

**Paul**

- Tournaments – sent Vic an email requesting that we check with the City as to what we can/cannot do this season as it relates to holding tournaments
- Awaiting response back from City and if favourable, the plan is to run a Men's and Women's singles and mixed doubles tournament – 3 total tournaments; no timeline until we hear back from the City
- Vic mentioned that the City is busy right now preparing for stage 3
- Paul needs a couple of weeks 'lead' time
- Vito mentioned that the 'old' location still has our lock on it and the plan is for the City to remove it (at their convenience)
- Update from City on move – tsf of funds – included below in Vic's update
- Do we have any large upcoming purchases – gazebo
- Will we be putting a windscreen in the area facing the skate park? – Vic plans for next year but not a full screen (half block only)
- Will the City be supplying us with Covid signs – yes...they will also be supplying us with a 'MWTC logo' City issued sign
- Tim – have we been assigned a street #; we will need it for emergency services and to update our Constitution – Dave to check previous correspondence between us and the City

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: JULY 29, 2020**

- Will we be putting together a sign for 'rules / etiquette' – Cheryl is working on it and will have it ready by Friday (July 31st)
- Status on video cameras – still something we are considering?
  - Vic initially thought the damage to the tent last week was due to vandalism but now it may be more likely that it was due to the extreme weather (rain)
  - Drop the idea for now, but still raised it with the City
  - Need to consider capital costs and ongoing costs to run the cameras
  - Sachin has done some research – ongoing monthly wi-fi would be in the neighbourhood of \$60/mth
  - Tim – camera allows us to have evidence in the event of unusual situations (ie. situation involving Bert; Galina provided example of group of members that were 'shirtless'; aggressive nature)
- Jeremy sent email about programs he is running – plans to run his lessons on court 4 beginning on the hour (which is a disconnect from the quarter to the hour start time for court 4)
  - This is causing confusion and frustration for members that have hung up their racquet waiting for court 4
  - It is Jeremy's responsibility to be at the courts a minimum of 15 min prior to lessons and advise waiting members that he will be using the court for lessons – Vic to talk to Jeremy
- Tim raised a point about the lessons being on court 4 (furthest court from the waiting area) and the issues with the slope – do we want all the balls rolling down to the other courts?
  - Paul suggested getting dividers – something that was talked about last year, but worth revisiting now
  - Vic suggested that we simply reverse the court numbers – make court #1 the furthest court and court #4 the closest court to the patio – this addresses the disconnect issue with the timing of Jeremy's lessons and the court 4 start time – the Board agreed; Vito to make the changes to the numbers on the court
- Water – have we heard anything back from the City with respect to extending the water line? Not yet – but the water is open and running; we can add a hose with a nozzle – not recommended for drinking due to the pipes
- Have we purchased liability insurance? It never materialized – we have not had it for a number of years. Dave will pursue this with the City
- Our Constitution requires updating to reflect the new address – Dave to update; what needs to be done as it relates to notification of Constitution changes.
- Galina raised a motion to update the Constitution to reflect the change in address; motion was seconded by Cheryl and approved by the Board
- All communications going forward should be done so via our MWTC email addresses

**Action Items**

- Dave to review previous correspondence with City about the 'official' address; tbc with City
- Dave to update the Constitution upon confirmation of address from City
- Dave to obtain information on the purchasing of Liability insurance for Directors & Officers of the club – will reach out to City
- Vic – discuss lessons/timing with Jeremy - completed
- Vito – reverse the court numbers - completed



**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: JULY 29, 2020**

**Galina**

- Would like to do some rating sessions this year – as members have been playing during the season – many members did not like being rated at the beginning of the season as they have not had much playing time. This would not replace the April ratings but would help in assessing players in the Spring; cost of doing so would be Jeremy's time – 1 hr; Board approved a 1hr rating session
- As Galina has been the House League Director for several years, when Zia was the Pro, he would supply all of his records for member ratings – every Spring, those ratings were updated; throughout the season, ratings were being changed on the system (not by Galina) – this would happen regularly; Question for Tim - Is it possible to get all member ratings in the system now, print it and then erase everything in the system to update with the new information; Tim – email address is identifier, you could have multiple records on the system due to multiple emails (but this is a rare occurrence); Only the executive board members have access to make the change
- Open house requirement by the City – 5 times during the season; 3 hrs each – we are exempt for 2020, but must comply for 2021; Credit Valley did this in early May, satisfying the entire obligation early in the season
- Some members are having difficulty finding email addresses for the Board. Suggest that our email addresses be included under the 'Contact Us' tab on our website (currently under the Board of Directors)

**Action Items**

- Galina to coordinate ratings session with Jeremy
- Tim – move Board member contact info to the 'Contact Us' tab on the website

**Cheryl**

- Any chance we can do anything 'social' this season – ie. official organized event; we will be allowed to have a group of up to 100 people as of phase 3.
- Let's wait and see – we can consider something for September
- Considerations
  - the moment we announce event, we would exceed the maximum number allowed
  - Now that the waiting area is fenced in, that will present a challenge as well
- Cheryl issued the club's first newsletter and would like to work on publishing another
- Requested a short bio on Vic and Vito – personalized story / profile
- Is there another article we can do to profile any junior members – suggested that we include a write-up on Michelle Grey (daughter of Will Grey – Stephen Lewis High School teacher)
- Suggested to include something for our pending 'partnership' with the Stephen Lewis Tennis Team
- Newsletter ideas requested by Aug 4<sup>th</sup>
- Banquet – off the table for this year
- Ladies Round Robin – agreement to continue, Cheryl to set-up some dates for Aug

**Action Items**

- Vic/Vito to provide Cheryl with 'bio' info for the next newsletter
- Forward any ideas for the next newsletter to Cheryl - all

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: JULY 29, 2020**

Neil

- The Board officially welcomed Neil as our new Treasurer

Tim

- 480 registered members; Approx 300 have paid to date
- Tim will review the 'unpaid' memberships and contact them to either 'pay up' or he will delete them
- As the courts have been extremely busy this season, the Board agreed to 'cap' any new registrations – Tim to add msg to the homepage of the website
- Huge surge in memberships since we have moved and Covid restrictions being relaxed
- We have been getting a lot of email questions with 'unusual or crazy' questions that are self-explanatory on the website; at least 50 different people have sent emails
- Tim sends the link to the website in his reply – not sure if people are confused by the number of pages on our website or is it just a function of people not reading anything
- Tim to prepare a FAQ and post it on the website
- Vic – some sections of the website require revisions – Tim will review and look at making updates/changes for next year
- Paul – did we ever switch payment providers – not yet; Paul suggested talking to Ian as he uses it for his business; Neil to look into it
- Tim – a lot of people have signed up and have heard about the 30% offer to prorate would like their money back – cheapest way possible to do this – issue a cheque and have the member pick it up at court
- Membership cards – Tim has been advising members to pick up their cards on the Sunday Round Robin; Tim wants to send out a msg advising all members to pay attention if they don't recognize others on the court, to check for a membership tag;

**Action Items**

- Tim to add msg to homepage of website, capping registration for this year
- Tim to prepare a 'Frequently Asked Questions' page for the website
- Neil to investigate switching payment providers

Vic

- Chequing account balance – July 6<sup>th</sup> balance was \$64,500; today's balance is \$61,554 due to lock expenses (\$4,200), shed (\$1,700) and miscellaneous expenses
- \$113,000 of GIC investment
- Will Grey proposal– Stephen Lewis High School – coaches tennis team of 15 members; practice 3 days/wk from 3:30 to 5:00 PM, running from mid-Sept to late Oct; Vic is recommending that we provide access to 3 courts, while leaving one court open for members
- They have also asked for time from 9 am – 2:45 pm to accommodate phys-ed classes; time scheduled is indeterminate and it would be for an hour (it would need to be blocked in advance); they have also noted that they would always adhere to the members using courts at that time.
- They need to let us know in advance and we will block the time; only Will Grey and Doug Peterson to have access to the combination

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

- Board agreed that Vic to arrange a meeting with Will and Doug - negotiate shortened hrs for phys-ed; we are ok with practice time request; emphasize that this would be done on a 'trial basis'; while we won't charge them, we will request some form of 'donation'
- Members – 'XX' and 'YY', who play on the court without a shirt; a couple of incidences have occurred, resulting in some aggression/intimidation on the part of the member; while we have a code of conduct in our constitution, we do not have anything outlining dress code; our new court procedures sign will include reference to 'tennis attire'
- Suggested that we need to issue a general email to all members reiterating that we do have a 'dress code' for the court; Vic will follow-up with an email directly to this member, attaching the generic email – Dave to prepare email and send it out as MWTC Executive
- Any further interactions with this member needs to be documented if any further action against him/her needs to be taken

**Action Items**

- Vic to arrange meeting with Will Grey to discuss proposal
- Dave to prepare and issue a generic email to members outlining tennis attire 'dress code' - complete

**Meeting adjourned – 9:45 PM**

**Next Meeting – must have another one before the AGM; tentatively Sept 16th**

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: MAY 18, 2020**

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**Board Members Present (Zoom Mtg):** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Ann Santos, Galina Korytek

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**7:07 PM – Meeting called to order**

- Zoom meeting hosted by Cheryl Rankin

**Vic**

- Meeting scheduled by City of Mississauga (Sharlene) tomorrow (May 19<sup>th</sup>) to put together the guidelines for all tennis clubs – what we know so far based on what other jurisdictions have posted and discussions with the City:
- **Basic requirement for play:**
  - Maintain a two metre distance – implications are that any group activities (houseleague, lessons, round robin) will be cancelled
  - Activities will be limited this season; singles play only and doubles with one household on the same side of the court (ex. Mario/Vito could play Paul/Galina; but neither could play Stanley/Irena)
  - Tim pointed out that we rarely get within 10 ft of each other during doubles play – the risk is very minimal
  - Galina – Brampton posted their guidelines – singles only – even when outside, there are situations when players could bump into each other; players must have their own set of balls (marked) to play with and use for serving; two people (unless from the same household) cannot be on the same side of the court; this not ‘negotiable’ right now
  - Vic requested how we plan to state this to our members – Galina advised, singles only; not more than two people on the same side of the court unless from the same household; (Cheryl) doubles partners must be from the same household
  - During singles play – two sets of balls, marked - no ‘touching’ the other player’s balls – the opposing player can pass the ball back with their racquet or kick it back; same situation applies if the balls end up in other courts; general rule – no physical touching of the balls, unless they are your own.
  - Tim/Vic – we should advise people to bring hand sanitizer and wipes and follow public health guidelines
  - Galina - Chairs – we do not want people touching the same chairs; we’ll need to figure out how we keep people 6 ft apart while they are waiting for a court
  - Cheryl – do we need to figure out ‘bookings’ – some other clubs are having ‘bookings’ so you don’t have people waiting and they book for 55 min + 5 min to leave the court before the new players come onto the court; Galina – if people don’t show up, then the court sits empty; Brampton guidelines are first come first serve; Vic – we don’t have a booking system

**MEADOWVALE WEST TENNIS CLUB  
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- Vito – everyone should follow the rules in place today with respect to court bookings (on the quarter hr/court)..nothing would change
- Galina – can highlight that if people are waiting, play time is 55 min allowing 5 min to leave the court
- Vic – add into guidelines – do not play if you or any member of your household has flu like symptoms – Vic will have a sign made-up listing all the City and Club guidelines for display
- Cheryl – is there a concern that only regulars will have access to the court and nobody else will; some people will show up everyday to play while others will come in on a drop in basis; Vito – not possible to control, but you will still have the turnover; Ann – players will have to be patient
- Cheryl – do we have to have an automated booking system, or can somebody manage it? Consensus is that it is not feasible right now to do manually
- Galina – question – do we insist that two players must be in the line-up at the same time to play? Does everyone need to be there? Ex. Irena is in the line to play on the court...someone else comes 40 min later (while Irena is still in line) and they have agreed to play; do they both have to be in line to play?
- Cheryl – suggestion – pick a timeslot once a week; come to the court by yourself and we will match you up. Vic – if I want to play tennis, I will call someone; let the members decide
- Galina – do we have to insist that both players need to be in line at the same time to play?
- Dave – if we are insisting on that, then we are overcomplicating matters. It should be OK for one player to show up, get in line and the other player joins before the scheduled court time...if the other player doesn't arrive on time, then you would just switch spots with the players behind you. Everyone agreed that two people are required to take over the court, but they do not have to be in line at the same time.
- Play is to be limited to one hr each time – but you can play as many times as you want if you are willing to wait in line
- Ann suggested that we could do a houseleague for 'singles' if Paul/Galina would run it – they respectfully declined as it's a lot of work to arrange
- Tim mentioned that 77 people are currently signed up for houseleague
- Cheryl – should we consider setting up a hand sanitizer at the gate and provide access to a permanent marker; Consensus that everyone bring their own sanitizer and marker – exception would be when a Board of Director is present – meaning that they can bring it out and put it back when he/she leaves
- Vic – Tim is going to make the changes to the membership fees/programs on the website and announce the changes; once the City comes back with the final guidelines Vic will put something together and share it with the Board members for review and send it back to Vic
- Cheryl offered to provide design assistance with graphics for the sign – Vic said 'Yes'

**MEADOWVALE WEST TENNIS CLUB  
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- Vic mentioned that arrangements have already been made with a select few volunteers to put up the nets (screens are already up)...this will be done once we have City approval
- Data entry (keypad) to get in – need to think about how we handle this going forward; options such as leaving the door open were discussed members will have to adapt to ‘sanitizing’ it.
  
- **Lessons**
  - Galina pointed out that it will be difficult to have ‘pro’ lessons – Vic mentioned that other clubs are doing 1 on 1 lessons – Galina advised that it is with the same bucket of balls. Vito pointed out that the Pro will be picking up the balls
  - Vic mentioned that Jeremy is planning to use tubes to pick up balls and Vito mentioned that Jeremy would be responsible for wiping down the tubes between lessons
  - Cheryl – if someone wanted serving lessons, they must bring their own balls, serve them, and pick up their own balls (Jeremy can’t pick them up)
  - Okay for Jeremy to provide 1 on 1 lessons or 1 unless the participants are from the same household
  
- **Protecting our Seniors – discussion around whether we should have designated timeslots for Seniors & Kids**
  - Galina referenced Brampton’s guidelines – they have reserved a morning timeslot for 3 hrs that is only available for seniors play (8:00 to 11:00); this protects the seniors from exposure. Galina suggested that on top of that, we should consider something similar for kids (in the absence of programs) (M-F 11 -3) and a few hours on Sat.
  - Cheryl – kids cannot get to the courts during the day; smaller kids are being taken care of at home during the day – they aren’t leaving the house. Galina advised that this would be an option for those people that have that flexibility
  - Galina ran some calculations and advised that we should cap the membership at 120-130, plus 20 kids – why? If you think about the playable time from 6 pm to 10 pm for a working adult, that is only 32 people playing one evening. If you can play twice on the weekend and once during the week, that works out to less than 120 people; people would be frustrated that they are not going to get playing time
    - Tim – we will not get the same membership numbers as we normally would
    - Vic – we currently have 180 registered and 128 paid
    - Vic – our tennis session will be limited and therefore our membership will suffer
    - Vic – About the seniors playing in the evening, we have a large group of young guys working night shifts and then playing earlier in the morning; Galina suggested that they can play after 11 AM
  
  - Ann – the seniors’ hours are an option, but we are not obligated to offer it

**MEADOWVALE WEST TENNIS CLUB  
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**DATE: MAY 18, 2020**

- Vic – in the mornings, the seniors would not be able to fill all the courts in the morning; there are usually 4-5 seniors playing in the morning.
- Vic – schedule the younger guys from 8-10 then seniors at 11 BUT younger guys want to play with seniors ; if we adhere to all of the physical distance regulations put forth, do we need to worry about the older guys playing with the younger guys
- Vito pointed out that if people are continuing to work from home, there will be a demand to play during the day as well
- Galina – can we consider 9 – 11 am for seniors? Ann – we can do it, but it is not necessary if social distancing guidelines are followed
- Paul – confirmed with the group that we are not adopting same idea that Brampton has as it relates to Seniors hours (unless City says otherwise)
- Paul – when kids are playing on the court, they should be supervised by parents. Anytime when kids are there, for them to respect all the new guidelines in place, they should have a parent present
- Cheryl – idea suggested, kids under 10 have to be supervised; Galina...would kids be responsible enough to obey the rules; if any member is in violation of the new guidelines then if they do so twice, then they will be suspended from playing for the remainder of the season
- Tim – violating these health guidelines is considered breaking one of the bylaws of the club

**Memberships**

- Vic – many members have already paid for some of the programs – ladies lessons, houseleague, junior lessons – we need to issue refunds
- Ann – we can refund or give the option of applying a credit towards next year
- Vito – how we facilitate this next year at time of sign-up; Vic – everything is in the ‘balancing’ report – we know who paid, for what and how much – then apply for the next year
- Sachin – need to assume that some people will ask for a refund, so we need to be able to provide it for those that ask
- Dave – would we ‘cap’ the membership given we have 128 paid members? Tim – some will ask for refunds; for many, working from home allows greater flexibility to play more often so we are no longer limited to having people play after work
- Vic – to Tim – assuming we have the guidelines tomorrow and we can reopen next week; membership fees schedule will change in the absence of programs – Adults \$100, Seniors \$65; Juniors \$40 – will you be blocking off the remaining options? Yes – Tim will disable the lessons and programs boxes; we will still run a singles ladder...potentially also run a doubles program from the same household (investigate further once we get up and running)
- Tim – no plans to pro-rate membership fee for paid members as we would have only missed a couple of weeks

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: MAY 18, 2020**

- Tim to make an announcement that the membership portal will be open once again

**Roundtable Items**

- Cheryl – do we need to remind people to bring their own water bottle; Vic advised that we will inform members, but not just yet, as they will have a lot of information to initially absorb with the new changes – but he has it on his radar and will include in a future communication
- Paul mentioned that we need to make sure that we are communicating with the city that we want to have a water fountain at the new location – Vic acknowledged
- Galina – membership – are we opening the membership to new registrants or keeping it capped at the current paid/registered members? Tim – we will lose people that have registered (but not paid); Ann – we do not need to cap the membership; consensus is that it will sort itself out.
- Cheryl suggested a ‘survey monkey’ down the road to see if members are getting the opportunity to play
- Cheryl brought up the idea of organized play/ match making for those players that are shy – if this is something that we consider down the road then Cheryl is happy to assist in leading this. We could also leverage a round robin format for singles.
- Sachin - attended AGM meeting on May 6<sup>th</sup> with the Tennis Academy – everything is cancelled but they did request a \$60 membership fee just to ensure that their expenses are covered; Sachin advised that we would not be paying that membership this year as we are not participating.
- Paul advised that Lakeshore is also cancelled
- Dave – initial review of available City resources has not uncovered any ‘relief’ programs that our club may qualify for
- Meeting adjourned 8:21 PM
- Next Meeting - TBD



**MEADOWVALE WEST TENNIS CLUB  
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**Post May Meeting Addendum – Updates/ Issues/Items that have been raised since last meeting:**

- Issues raised with the City as it pertains to the construction of the new courts – excessive sloping and corner drainage issues – **May 27<sup>th</sup>**
- Announcement to club members that we will be re-opening on Mon June 1<sup>st</sup> at noon – **May 29<sup>th</sup>**
- Rec'd notification from City that we require all members to sign an 'all-encompassing' waiver that speaks to the member's voluntary assumption of risk when playing tennis with the club – **May 29<sup>th</sup>**. We addressed this by having a manual waiver sign up for existing members before they could play. For new members just signing up, a sign-up waiver is now available in our web-site
- Tennis Court Rules (provided by the City) and shared with all members by email – **June 1<sup>st</sup>**
- Confirmation by the City that new courts can be painted Blue at no extra cost – rec'd **June 3rd**
- Singles Round Robin – suggestion raised by Jack and tabled with the Board for opinion – warrants further discussion and should be a topic at the next board meeting - raised **June 3rd**

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: FEBRUARY 5, 2020**

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**Board Members Present:** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Ann Santos, Galina Korytek

**Regrets:** Ann Santos, Sachin Ahuja, Vito Casalino

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**7:52 PM – Meeting called to order**

- Round table discussion with each member requested to bring forward any agenda items

**Galina**

- No agenda items to present
- Galina requested confirmation from Vic that we will still have the same 'pro' this season – Vic confirmed that Jeremy will be back along with Steve Curry(?) for tennis camps

**Cheryl**

- As per previous meeting, Cheryl was asked to look into booking a DJ for the year end banquet – she is requesting input from the board as the previous DJ is fully booked for all of the dates we have requested; previous DJ was only charging \$600/yr for the last 5 years
- In obtaining various quotes, the current rate seems to be in the neighbourhood of \$1,200 to \$1,800
- Perhaps he is 'declining' because he is 'undercharging' us? Quite legitimate that the price is quite a bit higher now (if we have had it locked in for 5 yrs)
- Vic mentioned that he will talk to the caterer to see if he may know someone
- Request that everyone 'ask around'
- Planning a 'ladies round robin' a couple of times this Winter – leaning towards Feb 29<sup>th</sup> at the Tennis School

**Dave**

- Asked for clarification around timing of the memberships – March
- Online membership only
- Galina clarified that members must be paid in full in order to play 'Houseleague'
- Cheryl suggested that consideration be given to alternate payment methods if they do not have a credit card
- Tim mentioned that in the past those members that have not wanted to use online pymt methods have proactively reached out to him to make the necessary pymt
- Galina suggested that a note be added to the registration page identifying those individuals on the Board that can accept payments for membership
- Dave advised that he will be keeping a 'log' of action items assigned to each person and add that log to subsequent meeting minutes

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: FEBRUARY 5, 2020**

**Paul**

- Paul discussed tournament dates; Sachin to determine tournament structure and dates for Juniors
  - 6 tournaments scheduled for 2020 (same number offered as last year)
  - Paul presented two options (see attached; option 2 preferred) – factors he took into consideration:
    - Timing...not too early in the season as players are not ‘warmed up’ enough or have their ‘tennis legs’. So, tournaments begin in the latter part of the season...June.
    - With the June start date, this is a lot of tennis in a short time frame (3 months); other considerations are Rogers Cup; Father’s Day weekend; essentially first 3 weekends in August are out
    - Paul tried to pick dates that didn’t have conflicts
  - Over 55 Tournament June 14/15
    - Feedback – did not want it run in the beginning of the season as they were not ‘tennis ready’; They did not want to do singles...they prefer to do doubles
    - Paul suggests an ‘open’ doubles tournament including men, women or mixed; min age - women at 50 and men at 55; work in progress that can be tweaked
    - First tournament of the year – mid June timeframe
  - Fun Day Tournament June 28
    - This is the tournament that Ann usually runs on July 1<sup>st</sup> – as July 1<sup>st</sup> is a Wednesday, we need to confirm if Ann is planning to run the tournament on the weekend before or after?
    - Paul/Galina have tentatively scheduled the weekend of the 28<sup>th</sup>
  - Men’s Doubles July 4/5
  - Ladies Doubles July 11/12
  - Juniors July 18/19 - to be determined by Sachin
  - Mixed Doubles July 25/26
  - Ladies Singles Aug 22/23
  - Mens Singles Aug 29/30
- 
- Paul received an email from a gentleman that works at the Oakville Academy of Tennis, looking to start up a new inter-county men’s league. Looking to start up in western GTA..it would not interfere with Lakeshore league or any other inter-county and was planning for Saturday play times. He was inquiring to see if we would be interested in joining. Paul initial thoughts were that we do not have the court times available to entertain anything else – the ‘board’ is onside, and Paul will reply declining the ‘invitation’

**Action Items:**

**Paul** to obtain Ann’s confirmation of the fun day tournament date

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: FEBRUARY 5, 2020**

**Vic**

- At the AGM, a motion was passed to 'ban' plastic bottles; Because the wording includes 'ban', this means that the onus falls on the board to do the work to enforce it. Vic is suggesting that we remove the word 'ban'.
- Cheryl has requested a 'motion' that we revise the previous motion to remove 'ban' but instead to 'encourage' refraining from the use of plastic water bottles. Vic has suggested a less forceful approach to encourage members to 'lets go green and use refillable water bottles', so the onus is on the members
- Tim – suggested 'branded' water bottles, like other swag we've introduced
- Galina – this is a work in progress, but we should be able to provide some water in some form for certain events – tournaments, Lakeshore, kid's tournaments – as we don't know how long these events will run
- Tim – you will get rid of water bottles but now you need cups for the water we'll supply; carbon footprint left from the trips you are making to get water coolers
- Cheryl – likes the idea of the club investing in insulated coolers and filling it up with tap water (rather than getting into supplying some other water)
- Paul – suggested that we convince the city to put a water fountain, like Credit Valley. Vic pointed out that there is a tap at the new site, but used for vegetation; there is a possibility that this could be filtered for drinking purposes
- Galina suggested that we go back to the City and let them know that our club would like to 'Go Green' and how can the City facilitate in making this happen? Tim thought that this might be something that the City may be willing to put money behind in the form of a grant; Dave suggested that the 'grant' be used to facilitate the purchase of reusable water bottles for each member; still need to consider what to do when the water runs out?
- Cheryl tabled a motion, seconded by Tim – motion to encourage members to 'go green' as phase 1; furthermore, the word 'ban' should not go into any publications; reminders will be provided when email announcements are sent to members - board members agreed
- Galina tabled a second motion requesting that the City be approached and advised of our desire to 'go green' and the decision at the AGM. How can they help us?
- **Little Aces Program** – Vic noticed that the attendance for this program drops significantly for July and August (vs May/June). While the program is free to children of members, we do incur a cost to compensate our Pro running the program.
- Vic proposed cancelling the July and August Little Aces Program and diverting those costs to 'Adult New Members' free clinic in May ...Wednesday nights at 7PM – 8PM; 4 weeks only; introduce people to club, pro, tournaments, clinics...assist new members on how to get involved
- Cheryl suggested that we make sure that Jeremy 'promotes' what's happening in the club. He should be provided with a 'cheat sheet' of items to talk about – **Vic advised that he'd take care of this**
- Vic asked Tim about our MWTC guest policy...no 'official' policy; non-members can show up 3 times (no fee, but difficult to enforce); Vic has leveraged 'pro-rated' pricing in the past
- Paul suggested a 'guest book' with a sign-in policy, which makes it appear that someone is 'monitoring'
- Cheryl raised concerns about 'liability' as it relates to guests; guests should have to sign-in as they would not be covered under the city's insurance policy

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: FEBRUARY 5, 2020**

- Galina suggested that the 'onus' to sign in the guest should be on the member bringing the guest – if they don't sign in, then the member is penalized; easier to enforce with an online booking system
- Decision – introduce a guest book to be 'housed' inside the court; have this in place for the beginning of the season
- Liability waiver needs to be updated to include 'guests'
- 'Smoking Ban' is coming - City of Mississauga will be passing a bylaw that will 'ban' smoking in all City parks; No smoking/vaping at all in all parks; currently being discussed at the regional level right now, but it will be coming to the city

**Action Items**

- **Tim/Vic** to work on updating the website to include the club's decision to 'Go Green' and encourage members to use reusable bottles
- **Cheryl** – to source out pricing on a 'reusable' water bottle available for sale to members through the club
- **Vic** - approach the city to about our decision coming out of the AGM?
- **Vic** – talk to Jeremy to ensure that new members are advised of the various programs available to them (ie. promote the club programs/tournaments)
- **Vito** - Figure out how to weather protect the guest book
- **Cheryl** – volunteered to put together the guest sign-in format, including liability waiver

**Tim**

- Website update – waiting on our current vendor (host) to set-up wordpress for the new website
- Need to arrange an 'education' session with Jamie (website developer)
- Who should be involved in the session (allows you to update website) – Vic suggested Norm Cabrera and Stanley Lam be brought into the session.
- Tim to work out format and timing of session – likely the week of Feb 17<sup>th</sup> or 24<sup>th</sup>
- Looking forward - Tim and Vic also attended a meeting with Vivian (Credit Valley) – they use an outside vendor for their member management system; has many different modules that cover various aspects; a monthly expense to this, but suggested that this is the direction we should be looking at for the future; estimated to be \$1,600/yr service fee along with a one-time set-up fee
- Tim plans on arranging a demo in the future to get some more information
- Vic provided an update on expenditures – we'll be required to pay 50% of the costs of the lights; Vic advised Charlene (City) that some capital expenditures are forthcoming (such as website development, umbrellas, tables/chairs, bleachers, dividers, storage sheds)
- Lakeshore Teams – this upcoming season, we will have two teams in the same division

**Action:**

- **Tim** to set-up access for Cheryl and Dave to be able to access emails for our respective positions
- **Tim** - Work with Vic to invite Norm and Stanley to the 'education' sessions on using 'Wordpress' to update the website

**Meeting adjourned – 9:41 PM**

**Next Meeting – April 8<sup>th</sup>, 7:00 PM**

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: DECEMBER 4, 2019**

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**Board Members Present:** Vic Sevilla, Paul Bergin, Tim Byford, Vito Casalino, Sachin Ahuja, Cheryl Rankin, Dave Sarin, Ann Santos

**Regrets:** Galina Korytek

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8:50 PM – Meeting called to order

- Vic officially welcomed Cheryl & Dave to the Board of Directors
- Each Board member was requested to present their 'agenda' for the meeting:

**Ann Santos**

- Dave and Vito need to go to the bank to be added as signatories
- Options to be explored for a better rate of return on the investment portion of our funds.

Payments:

- We currently accept payments by cash, cheque and credit card. For credit cards, there is a monthly 'merchant fee' of \$60 that we pay along with a per transaction (inter-change) fee. The transaction fees are substantial during the months April, May & June.
- Options were discussed to minimize the cash & cheque activity (e-Transfer) along with alternatives to reduce the credit card charges/activity (such as Square, Eventbrite, Paypal).
- With respect to e-Transfer, Ann advised that since she has control over the cheques, for control measures, someone else (ie. Vic) should have control over the e-Transfer

**Action Items:**

- Ann to coordinate a mutual time to visit the bank to address the following:
- Further investigation is required to identify viable payment options – timeline to be determined?

**Cheryl Rankin**

- Better understand what we do at these meetings
- Understand what has been done in the past as it pertains to social committee activities
- Understand what's been happening with women? Vic brought up Cheryl's question from the AGM - has someone been designated to take care of all the activities related to woman – lessons, round-robin, tournaments, etc in order to increase engagement?
- Ladies round robin – need to determine frequency and timing
- Tim mentioned that Sunday mornings would likely be available at the new location; focus for now is at our existing location

**Action Items:**

- Cheryl to work with Paul on ideas to increase woman's participation in tournaments; Cheryl assigned to investigate the Ladies round robin

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: DECEMBER 4, 2019**

**Tim Byford**

- Tim is working with Jaime (website consultant) on the revised website
- Tim expressed concerns over the 'scope' of work to be done and the 'disconnect' as to what Jaime can deliver
- Tim described how our current server works – 'apache' web server (front end that the outside world comes to) and a 'tomcat' java server on the back end that does all of the database interactions that cannot be done on the 'apache' server. We have a URL mapping in place within the apache server to pass through to the tomcat server; tomcat server is all programming (not HTML
- Jaime advised that we must keep registration on our existing server, which defeats the purpose because existing server is unstable and cost to run is \$500 (lost savings); he always wants a different domain name;
- Tim suggested that it would be easier to replicate something like Credit Valley – whole site including registration on one server, leveraging one service provider
- Vic has been in correspondence with Jaime; asked what would be involved to marry his program with the back end of our program – it would take some work, but should not be too 'taxing'
- Our website is 90% complete – just requires some fine tuning and additional info; expected completion is over the holidays
- There will be an upcoming 'tutorial' one everything is complete to go over 'Wordpress'

**Action Items:**

- Vic and Tim to work with Jaime to come to a resolution/direction

**Paul**

- Vic has recommended reshuffling some tournaments

**Action Items:**

- Vic to send Paul an email of suggested tournament line-up and dates

**Vito**

- Screens stayed up this year and nets were taken down
- Risk of doing so is damage to the screens resulting from poor weather

**Dave**

- What like to better understand the structure of meetings
- Going forward, Dave requested that agenda items be sent a minimum of 48hrs in advance and he will come to the meeting with an Agenda to distribute
- Dave requested (and rec'd) previous meeting minutes, including 'history' since 1991
- Sachin suggested that everything be transferred to the 'cloud' – **Sachin volunteered to look after this**
- Discussion raised about introducing a non-disclosure agreement (NDA) for board members / team captains to sign

**MEADOWVALE WEST TENNIS CLUB  
MEETING MINUTES - 2020 SEASON**

**DATE: DECEMBER 4, 2019**

- Ann suggested that we also have something in place for members to acknowledge that we may publish their pictures on our website / facebook page?
- Cheryl – suggested that updating our membership application to include ‘approval of my picture for use on our website or other social media) – Tim raised concerns about ‘opting out’ as there is more work in now having to monitor whose parents
- Dave questioned the need for an ‘opt out’ – Dave has attended previous events where audience members were advised that pictures/video would be taken and published on our website/social media pages

**Action Items**

- Dave to coordinate providing club history information to Sachin for upload to the cloud
- NDA – Dave to put together a ‘draft’ NDA for board approval
- Publishing of Pictures - Dave to investigate options for consideration that will minimize the amount of work we need to do, while protecting the club

**Sachin:**

- Junior program was successful last year, while we need to work on the strategy to increase engagement for the ladies’ program; Cheryl volunteered to work with Sachin on this strategy
- Feedback rec’d at the AGM– why don’t we have the AGM on a weekend? Perhaps this would lead to greater participation rates in the future
- We tend to avg 20-30 attendees
- Traditionally, the AGMs have run on Tue or Wed...do we want to give up our ‘weekends’?

**Action Items:**

- Cheryl and Sachin to regroup and work on ladies’ program ‘engagement’ strategy

**Vic:**

- Vic asked the board members to rate themselves as a ‘group’ in terms of accomplishments for the past year
- Achievements – 3 club pros; improved juniors program including tennis camps; increased revenue; adult beginners’ program; new logo created; hats and shirts sold
- Sachin suggested that we leverage Survey Monkey for member feedback
- Banquet – Year over Year numbers for the banquet were flat (approx. 70 attendees)
- Do we want to continue with the banquet going forward?
- Suggestion was made to ‘partner’ with other clubs and hold a joint banquet
- Vic/Sachin walked the board through a demo of the new website?

**Action Items:**

- DJ needs to be booked ASAP – Dec update – DJ is not available in Oct or Nov 7<sup>th</sup>. Vic has asked for suggestions if anyone else knows a DJ?

**Next Meeting - February 5, 2020**