

# Manotick Tennis Club

## Minutes of Annual General Meeting October 25, 2023, 7 p.m. Held at Manotick Legion

**Directors Present:** Elliot Jackson (president), Phil Johnson (vice-president), Debbie Cowan (Secretary, attended virtually), Lori Gadzala, Adrian Raghunandan, Amanda Klowak, Diana Dowthwaite, Conrad Zeransky.

**Members Present:** Rob Cornish, Debra Hawkes, Geoff Sibbitt Joanne MacKay, Gary Baxter, Kim Brownrigg, Nanci Sorenson, Kevin Sorenson, Francine Fournier, Julie Love, Donna Boudreau, Claire Beaudry, Alison Condran, Brad Botting, Jason Meekins, Kent McDonnell, Abishek Tuli, Susan Killeen Ramsey, Evelyn Stevens, Paula Jokiel, Peter Garrett, Lynda Elson, Adrian Elson, Erin Fitzpatrick, Jen Poston, David Sandre, Sherwin Wendell, Mark Foto, Jane Wilson, Rob MacLaren, Barb Nicoll, Lori Gunter.

Elliot Jackson, President, called the meeting to order. Quorum present.

### 1. APPROVAL OF MINUTES

Members were notified prior to the meeting that the 2022 AGM minutes were available to review on the Club website.

**MOTION:** To approve the 2022 AGM minutes as posted on the web site.  
Moved Jane Wilson, Seconded Jen Poston, Motion Carried

### 2. MTC CONSTITUTION AND BYLAWS (ADRIAN RAGHUNANDAN)

Manotick Tennis Club incorporated last year under the Canada Corporations Act. We are required to have a set of Bylaws approved by our membership and filed with Corporations Canada. Presently, we have a Constitution approved at 2020 AGM; we have now added bylaws for a combined document "Manotick Tennis Club Constitution and Bylaws". This document contains guidelines of how the club will be managed: objectives, governance, meetings, etc.

Members were notified prior to the meeting that the draft document was posted on the club's website for review by members. A minor change was requested by a member to clarify the wording around motions in meetings where a quorum is not present. This was agreed to.

**MOTION:** To approve the draft MTC Constitution and Bylaws.  
Moved by Sherwin Wendell, seconded by Rob Cornish, Motion Carried

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## 3. PRESIDENT'S REPORT (ELLIOT JACKSON)

### 3.1. 2023 MEMBERSHIP

Regular membership opened in early April which is later than usual due to the complex nature of our pickleball arrangements (City shutting down pickleball at Manotick). Pickleball-only registration opened May 8th.

We anticipated a reduction in membership numbers due to the change in our pickleball arrangements. As a result, we budgeted for 700 members. In total, we had 904 members, breaking all records. 140 of those members signed up for pickleball only at reduced rates, although we know that there were also regular members who only play pickleball. 48% of 2023 members were new to the club (50% in 2022) and 57% of 2022 members renewed (63% in previous year). Budget for 2024 is based on 750 members.

### 3.2 FACILITIES & IT INFRASTRUCTURE

Facilities improvements this year include tennis posts set to ITF regulation standard, new benches, scorecards, and clock for tennis courts, painted pickleball lines for indoor arena and outdoor courts at North Gower, new windscreens and nets for pickleball.

Next year's improvement plan includes the creation of club improvement subcommittee to make recommendations to the board for improvements in 2024. Members were told there is a sign up sheet for anyone interested on serving on this sub-committee. The city plans to fix the broken light pole and lighting between tennis courts 4 & 5.

### 3.3 SOFTWARE (Lori Gadzala)

In 2022/23 we had investigated options for new court booking system as our current system is not user friendly either from the front end (users) or back end (maintenance). As we did not get to this last year, we plan to do it this year.

## 4. FINANCES (ELLIOT JACKSON, IN REGINA DE LA CAMPA, TREASURERS ABSENCE) (Financial statement attached)

### 4.1 2023 FINANCIAL HIGHLIGHTS

The closing bank balance in 2022 was \$93k plus the Capital Improvement Fund of \$25k.

We had another exceptionally successful year with an operating surplus (income less expenditure) of \$62k. Revenue from membership, after-school and junior programs decreased by 4% due to reduced income from camps. This was anticipated and explained in part by members signing up families to obtain discounts at camps.

We did not spend money allocated for software upgrade (\$5k) nor marketing (\$1k), however there were rental fees to pay for the pickleball courts (\$2.5k) plus some other pickleball-related costs, such as windscreens and nets, at North Gower.

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\$35k MTC cash funds were committed to a Capital Improvement Fund (approved at 2022 AGM) which left a closing bank balance at the end of 2023 of \$117k plus the Capital Improvement Fund of \$60k.

### 4.2 2024 FINANCIAL OUTLOOK

Next year's opening bank balance is \$117k plus Capital Improvement Fund of \$60k

Budgeting assumptions include revenue based on 750 members, camps and after-school programs, tournament income and interest from our Capital Improvement Fund. Earmarked funds for pickleball coaching, IT system upgrade, substantial clubhouse improvements and new equipment.

\$40k into Capital Improvement Fund bringing the fund balance to \$100k.

Membership fee structure will remain same as in 2022 & 2023. Pickleball membership will return to 2022 rate.

We are projecting a bank balance of \$36.5k at end of year 2024 plus Capital Improvement Fund of \$100k if we commit \$40K to the capital improvement fund.

**MOTION:** To authorize the Club Executive to commit \$40k of existing cash funds in 2023 to the Capital Improvement Fund.

Moved by Paula Jokiel, seconded by Mark Foto, motion carried.

### 5. TENNIS PROGRAMS (PHIL JOHNSON)

Leagues: Manotick 'A' team were NCTA finalists in 2023. Manotick "B" were NCTA Division 2 Champions. Manotick "C", as always, had lots of fun. NCTA over 55's league team did well in Division 1.

Club Championships: Women's Singles: Diane Pelton. Men's Singles: James Hartley. Women's Doubles: Regina De La Campa and Ziba Heydarian. Men's Doubles James Hartley and Eamonn Garry. Mixed Doubles Regina De La Campa and Mark Foto.

Clinics: women's, men's, juniors were run as usual.

Tournaments: There were 3 successful OTA junior tournaments and an International Tennis Federation (ITF) J30 event. MTC met or exceeded the expectations of Tennis Canada and ITF. There was great volunteer support and we learned lots of lessons. The intention is to host again next year, if requested, however we will make the experience better for participants, the local community and for club members.

### 6. PICKLEBALL PROGRAMS (DIANA DOWTHWAITE)

2023 Indoor Play : Free play was offered at arenas, including beginner, and intermediate clinics. Manotick and Richmond arenas April 24- June 11. MTC covered the rental fees.

2023 Outdoor Play: Reduced pickleball membership fee \$95 (adults) was offered. Four courts in North Gower were available as of June 10. Volunteer-run clinics and leagues were a success: Beginner and intermediate 1 and 2 clinics. Daytime and evening leagues for beginner, intermediate 1 and 2 and advanced players. Year end pickleball social was held on September 6.

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## 7. **UPDATE ON MTC PICKLEBALL PROJECT (LORI GADZALA)**

Lori gave a summary of events leading up to the City prohibiting Pickleball from being played at MTC last year.

April 2023: Temporary solution established in Manotick arena and then at North Gower courts.

2024 and beyond: The 2023 solution to be continued for a further year. MTC will form a sub-committee primarily of pickleball players to continue to explore development of pickleball courts with City staff and councillors in Manotick and surrounding areas. Members were told there is a sign up sheet for anyone interested on serving on this sub-committee. This sub-committee will recommend a location and funding plan to the Board by end of 2023 so the board can present those to the membership for approval. Councillor Brown has committed to donating \$100k for lighting.

## 8. **PICKLEBALL IN 2024 (DIANA DOWTHWAITE)**

What's staying the same: Offering the great clinics and leagues. Start the season early with indoor play at arenas (pending city confirmation of availability).

Continuing at North Gower courts for the main season.

What's changing: Formalizing arrangement with those running clinics by bringing them on as paid pros. Refurbishment of existing pickleball courts by the city - date unknown. Reverting back to normal membership pricing.

## 9. **2023 PICKLEBALL SURVEY HIGHLIGHTS**

The objective of the survey was to aid in planning for 2024 and beyond. There were 112 responses. Despite issues with surface, even if new surface is not ready in spring 2024, 76% of respondents will return to North Gower (NG)

Highlights: Beginner and intermediate leagues - majority that played leagues said they loved them. Clinics! Many respondents thanked Diana, Paul, and Erin.

Arena play - 54% of respondents who played at the arena loved it, and 34% said it was OK

Lowlights: NG court conditions poor. NG pickleball courts are too close together.

Most important outdoor amenities according to respondents:

1. Structured play i.e. leagues, drop-ins
2. Access to a court booking system
3. Cutting down breezes with windscreens
4. On-site washrooms
5. Permanent pickleball posts and nets
6. Playing on a treated surface softer than asphalt
7. Access to more than 4 courts for more play, tournaments
8. Access to pickleball clinics
9. Courts lit for night play

## 10. **SPECIAL THANKS TO OUR VOLUNTEERS**

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## **Tennis:**

League captains: Regina De La Campa, Chris Fisher, Mark Foto and Shawn McCleery

Round robins: Brian Grant and Lorna Engel/Karen Kirby and Liz Ritchie/Lori Gunter/Christa Stanley

Club tournament: Mark Foto

Socials: Sarah Fletcher, Amanda Klowak

Clubhouse: Tin Ng, Bruce Engel

## **Pickleball:**

Clinics: Paul Leck, Richard Foucault, Erin Fitzpatrick, Kim Brent and Barb Kerr

League coordinators: Brenda Wilson, Cathay Langill, Kim Dixon, Fran Fournier, Echo Bell, Lee Redpath, Laurie Evelyn

A big thank you was extended to the many others who have helped at the club this year and made the season such a success!

### **11. 2023 JOYCE SORENSEN AWARD RECIPIENT**

The recipient of this years Joyce Sorensen Award for Sportsmanship is Jason Meekins. Elliot congratulated and presented Jason with the trophy award.

### **12. PROPOSED BOARD OF DIRECTOR 2024**

#### For Election

President – Debbie Cowan

Treasurer – Regina De La Campa

Secretary – Sherwin Wendell

Directors - Conrad Zeransky, Amanda Klowak

#### Continuing in term:

Past-President - Elliot Jackson

Vice-President – Phil Johnson

Directors - Diana Dowthwaite, Lori Gadzala, Adrian Raghunandan

**MOTION:** To accept the proposed Board of Directors for 2024.

Moved by Kim Brownrigg, seconded by Paula Jokiel, motion carried

### **13. MOTION:** To adjourn 2023 AGM

Moved by Abishek Tuli, seconded by Jen Poston, motion carried.

Attachment: Manotick Tennis Club Financial Statement 2023 & Budget 2024

Meeting Minutes Prepared by Debbie Cowan, Secretary

## Manotick Tennis Club

<b>Manotick Tennis Club Financial Statement 2023 &amp; Budget 2024</b>				
	2024 Budget	2023 Actual	2023 Budget	Variance
<b>REVENUE</b>				
Membership Fees	75000	86335	70000	16335
Junior Camps	55000	55180	53750	1430
After-School Program	18000	18924	15008	3916
Tournaments	6000	5910	8000	-2090
Interest Received	2000	1012	1000	12
Advertising / Misc.	0	0	500	-500
<b>TOTAL REVENUE</b>	<b>156000</b>	<b>167361</b>	<b>148258</b>	<b>19103</b>
Tennis Pro Services	64400	64592	55006	9586
Bank Fees - Bambora	4600	5142	4900	242
<b>NET REVENUE</b>	<b>87000</b>	<b>97627</b>	<b>88352</b>	<b>9275</b>
<b>OPERATING EXPENSES</b>				
Accounting & Tax Filing	1600	1510	1600	-90
Bank Fees	150	126	100	26
Cleaning Supplies	1500	1151	3000	-970
Fobs	1500	879	1500	-621
Insurance	1750	1653	800	853
Lighting	1500	1230	1800	-570
Marketing	1000	0	1000	-1000
Medals / Trophies for Club Championship	300	276	0	276
Miscellaneous	500	187	500	-313
Monitors	3500	3420	3500	-80
Pickleball instruction fees	10000	0	0	0
Professional Fees (OTA)	4500	4876	6000	-1124
Professional Fees - External consulting (visioning)	5000	0	0	0
Rent - Arenas for pickleball	2000	2000	0	2000
Rent - North Gower facilities	600	500	0	500
Repairs & Maintenance (Septic)	3500	3382		
Socials	3000	2726	2500	226
Software	3000	2860	1700	1160
Telephone & Internet	900	839	750	89
Website	500	379	500	-121
<b>TOTAL OPERATING EXPENSES</b>	<b>46300</b>	<b>27994</b>	<b>25250</b>	<b>241</b>
<b>REVENUE LESS OPERATING EXPENSES</b>	<b>40700</b>	<b>69633</b>	<b>63102</b>	<b>9034</b>

## Manotick Tennis Club

<b>CAPITAL EXPENDITURE</b>				
IT System Upgrade		0	5000	-5000
Court Work	25000	939	1500	-561
Clubhouse Improvements	50000	0	5000	-5000
Benches		3409		
Windscreens - North Gower		805		
Equipment - nets/scorecards/clock/ rollers		1848		
Equipment - nets/balls for pickleball		796	5000	1858
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>7797</b>	<b>16500</b>	<b>-8703</b>
<b>NET SURPLUS / DEFICIT FOR THE YEAR</b>	<b>-34300</b>	<b>61836</b>	<b>46602</b>	<b>17737</b>
<b>CLOSING CASH BALANCE</b>	<b>36592</b>	<b>116605</b>	<b>94689</b>	<b>21916</b>
<b>CAPITAL IMPROVEMENT FUND</b>	<b>100000</b>	<b>60000</b>	<b>60000</b>	<b>0</b>