

Mount Pearl Tennis Club AGM – Agenda
730pm – Nov 18, 2012

1. Call to Order
2. Roll Call
3. Reading of the Last AGM's meeting minutes
4. Reading of President's Report for Summer 2012
5. Treasurer's Update on Financials
6. Report of Committees
 - a. Facilities and Public Relations
 - b. Tournaments and Leagues
 - c. Sport Alliance
7. New Business
 - a. Constitution Amendments
 - b. Greenbelt Rental for Christmas
8. Election of Officers
 - a. Proxy letter process and voting
9. Adjournment

Mount Pearl Tennis Club - President's Report 2012

By: Dustin Cole

Opening Summary

I was very happy to represent the Mount Pearl Tennis Club and its members as your President. This report was prepared to summarize the events and activities of the club and the executive members throughout the year. I hope you find this informative.

The executive for this past year has been:

President/Tournaments – Dustin Cole

Vice-President – Meagan Condon

Treasurer – Mark Spurrell

Facilities – Mary Spurrell

Sport Alliance – Steve Cook

Secretary – Thomas Hawkins

This report provides updates for finances, facilities, tournaments and leagues, coaches, memberships and sport alliance.

Finances

The club has had an up and down track with finances over the past 10 years, with some years being profitable and some years being a deficit. This year I am very pleased to report that we have achieved almost \$7000 profit. This profit was achieved by reducing club staff to correspond to the amount of members registering for the program, and by using junior level coaching where in previous years we had a mix of junior level and senior level coaching. We had tried to obtain a senior level coach for this past summer but we were unable to find anyone local.

As some years have been profitable and some years have been deficits, these numbers have balanced out and the club's balance is very healthy and has not changed much over the past 10 years.

This year we applied for several grants, and received several thousand dollars.

Our main sources of revenue are memberships, grants and club rentals. Smaller amounts of revenue come from tournaments and canteen sales. Our main sources of expenditures are salaries and equipment.

Facilities

This year has seen a significant jump in rental income. Possibly a big reason was the past years renovations and improvements in the overall atmosphere and upgrades to

the facility. People mostly rent for 50th/60th birthday parties and bridal and baby showers. We did add the option of renting for children's birthday parties which we did not allow for years, however they ended up being very few of the rentals. The month of December is a very busy month for the club, mostly with business rentals for Christmas parties. We were lucky to find a corporate rental in the past few months that rents weekly at a discounted rate - which has provided us with an increase in income. The 2011 AGM reports rental income as \$6140 - we are happy to say that the number has increased for 2012 to \$9540, an increase in \$3400 (a 55% increase over last year).

The club is available for rental throughout the year, and this past summer was the second summer we decided to rent the club out throughout the summer, in addition to the remainder of the year. We thought this was a necessary move in order to keep up the revenue in an attempt to increase our financial balance.

Tournaments and Leagues

The tournaments and leagues were very successful this season in terms of participation. We had 4 adult tournaments and 3 leagues.

The 4 tournaments held were, 1) the Club Pre-season Closed, which is a club members only tournament in which 11 members participated; 2) the Mount Pearl Open, which is a provincially ranked open tournament in which 27 players participated; 3) the Mount Pearl Molson, which is also a provincially ranked tournament in which 15 players participated; and 4) the Club Closed, which is a club members only tournament in which 24 members participated. Molson was one of our tournament sponsors and donated many prizes which were awarded during the tournaments.

The 3 doubles league were, 1) the Bandit's League, played on Thursday evenings a men's doubles league composed of 6 teams; 2) the Ranger's League, played on Monday evenings a men's doubles league also composed of 6 teams; and 3) the Singles League, played on Sunday afternoons composed of 11 players. Molson was our league sponsor and donated several cases of beer.

All tournaments and leagues were very competitive and fun for the players involved. All leagues were completed by the end of the season.

In addition to the Mount Pearl hosted tournaments, many Mount Pearl players attended the Gander Central Open tournament this summer. There was a large draw for men's singles and doubles, with a total of approximately 25 players competing.

Coaches and Staffing

For this summer we had two coaches on staff, Lenny French and Stephanie Schwartz. They were responsible for the junior and adult lesson programs. They have been

coaching at the club for several summers now and we hope to have them back again next summer.

We have also been talking with one senior level coach in an effort to obtain senior level coaching for the adult members. Our plan for next summer will be to have a senior level coach doing the full adult lesson program. Once we have someone in place, we will advertise and promote this to help attract new adults, and to keep the interest level up for present members whom wish to have a higher technical level coach.

With the profit that was achieved this summer, we intend to use this money to put back into the club to help grow the adult lesson program with more experienced coaching. Additionally, this person would also act as a guide for the younger coaches.

For club house attendants we had Allison Pittman with Adrianna Smallwood as the Manager. However, Adrianna had to decline her position and we were unable to find a suitable replacement at the time, so Meagan took on many of these responsibilities, which included setting up all supplies for the summer and reorder stock when needed. Meagan set up payroll for the staff and called in and kept track of staff hours to our payroll company biweekly. All deposits and book keeping were completed by her throughout the summer making weekly reports of the finances. Meagan also made all the deposits for rentals, picked up the mail at the bank, completed T4 paperwork and coordinated city days with city staff. Mark and Meagan often collaborated together to work on financials and setting up billing and payments for the accounts used this summer.

Memberships

Unfortunately membership was slightly down this summer. Last summer we had a total of 94 members, which included 31 Adults and 63 Juniors.

This summer we had a total of 85 members this year, as follows:

Adults: 42

Juniors: 43

Our marketing plan this past spring included targeting schools in the Mount Pearl and Paradise areas by sending out information sheets to every child in school for selected grades. I believe it was K-9 grades that were targeted. Next spring we plan to do the same, but also try to target groups like Scouts and Girl Guides, to raise awareness and encourage people to join up.

Sport Alliance

Great communication with the Alliance all year; relationship continues to grow. Activities included regular monthly board meetings, bingo fundraiser meetings, as well as two informal socials – one of which we hosted.

Responsibilities were the pick-up, distribution, collection, and delivery of 1000 spring/summer draw tickets as well as our share of pre-sale tickets for the bingo. We profited \$564.65 from the bingo. Would recommend we do this again.

Public Relations and Events

Mount Pearl Frosty Festival - Mary Spurrell is our representative for the Mount Pearl Tennis Club. Every year Mary works with Reid Music and VOXM to put off a variety concert with the help of some very talented singers and musicians. One of the biggest hits of the night is always collaboration with city councilors and city residents who dress up in drag and put on a skit. The event usually sells out with seating for 300. A lot of time and effort goes into making this event go off without a hitch and yet again this year's event was another success. Please show your support for our community efforts from Feb 8th-Feb13th 2013, we are looking forward to it!

An ongoing problem for our club was finally resolved this summer. Every summer we've had a regular safety issue with softballs clearing the net and entering the tennis courts. And every summer I had spoken to the City. This summer I met with the Sport Alliance and exchanged several emails with the Mayor/City, and with the help of the Sport Alliance we conversed with the Softball organization. They were understanding of the issue, discussed with their players, and also purchased lower pressure type balls. After this discussion was held there was not a single ball enter the tennis courts. I'm also happy to report that I was advised by the Mayor that the field will be decommissioned and there should be no further concerns with respect to safety.

Summer Games was held in Carbonear-Harbour Grace this summer and Mount Pearl entered boy's and girl's teams. Training practices were held prior to the games so the players could improve their skills leading into the games. Though they did not triumph with a medal both teams fought hard, and were in contention. The participants were: Boy's – Lenny French, Ben Davis, Patrick Breen, Ian Carroll; Girl's – Brianna Gibson, Jaimee Bessey, Mahnoor Hasnain, Noubahar Hasnain. Many parents came out to watch. And the kids had a great time. Dustin Cole and Stephanie Schwartz volunteered as the team coaches.

A potluck was held on the Sunday of the Club Closed tournament. Volunteering for this event were Sara Hawkins and Valeria Smith. Memorial University Distance and Learning Education provided some donations as the sponsor.

Our junior program concluded at the end of the summer with our usual Junior Banquet. The coaches and some executive were on hand to assist, and Sean Carroll provided his assistance also.

In mid-September I attended a meeting with Tract Consulting, Minor Baseball, and the Sport Alliance. Tract has been hired by the City to design the re-development for the St. David's area, and was asked by the City to discuss this with Tennis. I attended on

behalf of the Club, to make Tract aware of the needs and desires of the Club. The full list of items discussed is attached at the end of this report.

At the end of September I met with the City and Sport Alliance to explain to them the poor condition of our courts, the need for replacement equipment such as posts and nets, and the net to re-lamp and repair broken light fixtures. Blair Delaney from the City came down and agreed that he would incorporate these items into the upcoming budget.

Concluding

We feel that this was a successful summer, and the hard work and dedication of the executive is greatly appreciated. We feel privileged to represent you as your executive and look forward to continuing on with your support.

Treasurer's Report By: Mark Spurrell

Despite another decline in membership the club managed to have a very successful year financially with a surplus of almost \$6,900. Several factors contributed to this and while we did see a modest 6% gain in revenues, the main factor was the 37% decrease in expenditures, namely salaries.

Salaries have always been the clubs largest expense but without new streams of revenues, they could not keep escalating. The club decided this year to reduce the number of staff and elected not to go after a higher qualified but higher priced coach. This resulted in a savings of over \$7,000.

The tennis club's main sources of revenues are membership fees, club rentals and grant monies. We did see a substantial drop in membership fees this season as we dropped the adult membership rate and did not see an increase in members. The net result was a 23% decrease in membership fees over previous year.

Club rentals overtook membership fees as the biggest source of revenue for the club this year. We had a 53% increase in revenues from club rentals. The club was renovated last season which has helped the club rentals this season - but also hurt the club last season as we were not able to rent the club while the renovations we on going.

We did miss out on a grant this season that we have applied for and received in the past as hiring a high school student was the prerequisite for this grant. We did have one high school student apply for a position at the club this season but the executive made the decision to hire Allison Pittman instead as it was felt she would be a better fit for the position. Allison did an exceptional job this summer so it is felt the decision was the correct one.

The club did receive a federal government grant and a provincial government grant again this year, as well as a grant from the Mount Pearl Sport Alliance. These grants are key to the clubs survival as they resulted in over \$7,100.

A large surplus in revenues this year was indeed a great success for the club financially. The club has a healthy balance but we need to increase membership to ensure this balance maintains. Going forward this will be the clubs greatest challenge.

**Mount Pearl Tennis Club
Income Statement
30-Nov-11**

30-Nov-12

Cash Receipts

Membership fees	6,240.00
Rental	9,540.00
Tournament fees	1,104.88
Government Grant	4,395.00
Returned Tennis Balls	600.00
Canteen sales	697.00
Sport Alliance	3,439.65

26,016.53

Cash Disbursements

Payroll	13,616.34
Rental Caretaker	1,475.00
Bank fees	77.86
Tennis Balls & Equipment	999.17
Canteen Supplies	492.32
Advertising/Donation	444.90
Clubhouse Maintenance	1,083.22
Utilities	934.63

19,123.44

Surplus/Deficit

6,893.09

Facilities Management and Frosty Festival Representative By: Mary Spurrell

Mary had volunteered on behalf of the tennis club for over 22 years in many roles. With City staff Mary has been the eyes and ears of the tennis club and the main contact for the building for most of her term. One of her biggest roles was as social director for over 10 years when our club had over 650 members. Mary put so much effort in the role to ensure everyone was involved and had an enjoyable experience for any tournament or social at the club. She would cook chili and seafood chowder for every adult tournament, also having sandwiches for lunch and coffee and tea and donuts all day long. At the end of the year she cooked a huge jiggs dinner for all the members for the year end party. Mary also looked after all junior tournaments as well putting off countless bbqs and parties for the juniors. To this day many tennis players across the province still talk about the fun they would have and the wonderful treatment they always received attending the Mount Pearl events.

Currently Mary puts in extensive amount of time to help run a second source of revenue for the club – one that has been incremental for our program. She has looked after rentals for 15 years now and takes countless phone calls with regards to the clubs availability and to answer questions about the facility. She has renters come to her home to set up payment, deposits, key pick up and drop off which entails her scheduling her day around such things. Mary also looks after any repairs or replacement that the building may happen to need and coordinates it with the city and any city councilors. She is also the contact name for our city police and has gotten many calls late at night due to mischief around the facility.

Possibly less known Mary has also been involved for 15 years as our member that takes on the very large task of Frosty Festival representative. Meetings start in Sept and run until February – which are bi-weekly and move to weekly when the date gets closer. Mary holds a variety concert every year on behalf of the tennis club that draws about 300 people with the help of our sponsors Reid Music and VOCM. The number of hours that Mary puts into this huge undertaking alone would be hundreds of hours a year. This past summer Mary has won a huge accolade due to her volunteer efforts for the Mount Pearl Tennis club. Mary was nominated by two city staff members in 2012 and has won a certificate of recognition for her valuable and outstanding contribution to recreation for 2012. This was an award that covered Newfoundland and Labrador and Mary was one of 17 people to be honored. We would like to thank Mary for her invaluable support to the tennis club and we wanted to acknowledge here today a special thank you to Mary for all the years and time she has dedicated to the tennis club...thank you for everything you do!

Sport Alliance Report By: Steve Cook

Great communication with the Alliance all year; relationship continues to grow. Activities included regular monthly board meetings, bingo fundraiser meetings, as well as two informal socials – one of which we hosted.

Responsibilities were the pick-up, distribution, collection, and delivery of 1000 spring/summer draw tickets as well as our share of pre-sale tickets for the bingo. We profited \$564.65 from the bingo. Would recommend we do this again.

<i>Original Text</i>	<i>Proposed Change</i>
Throughout The Document	
Change the words Senior Member to Adult Member.	Justification: Update to match the current usage of the words. Proposed by: Dustin
Article 2: Section 2	
<ul style="list-style-type: none"> • Senior membership is open to persons 17 years of age and older. • Junior membership is open to persons between the ages of 6 and 16. 	<ul style="list-style-type: none"> • Adult membership is open to persons 19 years of age and older. • Junior membership is open to persons up to the age of 18. Justification: Redefine member ages. Proposed by: Dustin
Article 2: Section 5	
Membership fees shall be paid on or before the 15 th of June each year.	Remove this section Justification: Redundant with regards to Section 6. Proposed by: Thomas
Article 3: Section 3	
The Executive shall have the power to expell or suspend any member of the Club by a Majority vote of the Committee, ten days notice having been served upon the member with a copy of the charges preferred.	The Executive shall have the power to expel or suspend any member of the Club by a Majority vote of the Committee. Justification must be provided to the member prior to the start date of the expulsion/suspension. Justification: Clean up the language to make it clearer and fix typos. Removed the 10 day restriction. Proposed by: Thomas / Dustin
Article 5: Section 3	
The President, or five (5) members of the Executive, or any fifteen (15) members of the Club, may call a special meeting of the Club at any time deemed necessary.	The President, or five (5) members of the Executive, or any fifteen (15) senior members of the Club, may call a special meeting of the Club at any time deemed necessary. Three (3) days notice must be given before this meeting is held. Justification: Clarify which members and to make consistent with other areas of the document. Also set a consistent time required to call meetings. Proposed by: Dustin
Article 5: Section 4	
Fifteen (15) members shall constitute a quorum at any meeting of the Club.	Fifteen percent (15%) of senior members shall constitute a quorum at any meeting of the Club. Justification: Clarify which members and describe a threshold that can better address the varying membership size of the club. Proposed by: Thomas

<p>Article 5: Section 6</p> <p>Six members shall constitute a quorum of the Executive.</p>	<p>50% + 1 members shall constitute a quorum of the Executive. Justification: The executive size can vary from season to season. This season the executive consists of only 6 people, and at none of the meetings were all 6 people available. Proposed by: Thomas</p>
<p>Article 8: Section 1</p> <p>All requests and complaints should be addresses in writing to the Secretary, who will refer the same to the Executive or the President.</p>	<p>All requests and complaints should be addressed in writing to the Secretary, who will refer the same to the Executive or the President. Justification: Fix typo. Proposed by: Thomas</p>

Executive Committee – Position Descriptions

President

The president's primary role is to oversee the MPTC and to coordinate events and projects as needed. The president should support the other board members and offer assistance as needed. The president also runs the Board meetings.

Vice-President

The vice-president's role is to support the president and assist with planning for the MPTC's events and projects.

Treasurer

The treasurer's role is to look after the financial health of the MPTC. The treasurer is responsible for collecting and distributing money and ensuring that all money is accounted for. The treasurer also creates regular financial updates for the Board and a financial year summary for the AGM.

Secretary

The secretary's role is to ensure that all club meetings are documented in minutes, and is typically the contact point for the MPTC.

Past-President

The past-president's role is to act as a guide for the current president and act as a resource for the board.

Facilities

The facilities role is to look after the club house, in coordination with the City of Mount Pearl. This would include upgrades and/or renovations to the club house. The facilities would also look after the club rentals and hiring of the caretaker.

Sport Alliance

The sport alliance representative would communicate with the City's Sport Alliance group, attend Sport Alliance meetings and functions, and speak on behalf of the MPTC at these meetings. And report the sport alliance updates to the Board.

Tournaments

The tournament director would run and organize all adult tournaments and leagues for the MPTC. This would include provincial and club run tournaments.

Notes from Meeting with Stakeholders
Tuesday, September 11, 2012
Mount Pearl Sport Alliance Board Room,

Attendees:

Mike Bugden, Business Manager, Mount Pearl Sport Alliance
Brian Hunt, President, Minor Baseball Association
Bob Bugden, Vice President Minor Baseball Association
Dustin Cole, President, Mount Pearl Tennis Club

Minor Baseball Club

- Have 340 players; up from 135 players in 2009:
- 28 teams in total: (6 T-Ball Teams, 6 Rookie Teams, 7 Mosquito Teams, 4 Peewee Teams, 4 Bantam Teams and 1 Midget team)
- Mosquito (10-11 yrs) and Peewee (12-13) have the most members – app. 300 players;
- Will soon have to restrict membership if interest continues to rise
- There are six All Star teams
- Have not used St. David's for 25 years, when City turned field over to Softball
- Currently play on four fields:
 - Pearlgate Field (Sun-Thurs)
 - Greenwood Field (across from Dominion)
 - Squires (Mon, Tues, Thurs) (by swimming pool)
 - Smallwood Baseball Field (Bantam and Midget)

Greenwood:

- Rookies play at Greenwood, which is more of a green space than standard field; access and parking is an issue, field is poor quality and poorly maintained.
 - many park at Dominion but then have to cross Old Placentia Road; this is an issue for players, and parents especially those with other small children and infants.
 - There may be space available to re-orientate the field,

Pearlgate:

Slated to close

- If loose even one field will have to cut registration
- Ideally, one more sports field with lights would replace Pearlgate. This would allow growth.
- Were offered a field at Mount Carson but does not meet their needs in terms of climate, and kids inability to bike to field would negatively impact participation
- All Star has nowhere to practice; play only a fraction of games as other teams in Atlantic Canada because do not have a space
- Only sports league in Mount Pearl without a home
- Have met several times with Community Services Committee, but have not gotten anywhere.
- Hires 24 staff in summertime; 10 on grants, 14 umpires paid with league money.

St. David's field would be a fantastic centre piece for minor baseball league. Footprint of Smallwood Arena is also an excellent location. If it were a minor field only, fly balls into the Tennis Court would not be a problem.

The following written report was submitted by Dustin Cole, President, Mount Pearl Tennis Club.

Meeting for Redevelopment Plan of St. David's Area with Architect

Tennis – Dustin Cole

1. Membership – experiencing a decline over the last 10 years, about 10% per year. This year only 80 members, about 40 junior, 40 adult.
2. Parking – insufficient when there is a tournament, or a league/lessons on going. Can be as many as 24 people playing at one time. Plus staff. People tend to park in other lots.
3. Courts 1,2,3 (on the Ruth Avenue side of the club), are in terrible condition. The land underneath is constantly moving which creates cracking in the courts, making them difficult to play on, and a tripping hazard for players. Courts are re-done every 4-5 years but the same problems come back.
4. Courts 4,5,6 (on the St. David's side of the club) are original, are in need of re-surfacing but are more playable than the courts 1,2,3 side.
5. Nets and posts are mostly original and in need of replacement. We need an improvement in our courts and nets to attract more people to our club and to be a Provincial competition location.
6. Some members are constantly asking for indoor tennis courts. Is it possible to request a partial indoor facility?
7. The Softball layout and field arrangement as it is now is extremely dangerous. Many people have been hit by softballs over the years. Some people have had very bad injuries, but nothing of a critical nature.
8. Request that any new lighting be long life and designed so that lamps will not need replacing for as long as possible, as they do not get changed.
9. Club house is used as a rental facility during off season. Adequate for the program. We would want to keep the building.

Other notes from discussions with Dustin:

- 6 courts are required; members play on three courts while other courts are in use for lessons.
- There are nine public tennis courts in Mount Pearl, but members prefer to use St. David's due to facilities. The public can use St. David's Courts and facilities for a \$5 per hour fee.

- Ten of the court lights are now out; have requested the City to change, but to date this has not been completed.
- St. David's courts are 30 years old.
- City buys tennis court equipment when existing equipment has become unusable. Clubhouse rental is an important and significant source of revenue.
- Host three provincial and two club tournaments.