

Mount Pearl Tennis Club AGM – Agenda

7:00pm – Nov 24, 2013

1. Call to Order
2. Roll Call
3. Reading of the Last AGM's meeting minutes
4. Reading of President's Report for Summer 2013
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 2013

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/Sport Alliance – Steve Cook

Treasurer – Mark Spurrell

Facilities – Mary Spurrell

Membership/PR – Stefan Jones

Secretary – Meagan Condon

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, which is the same profit that the club received last year. This profit was achieved by hiring 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, the profits received over the last two seasons have been our two most profitable years within the last 15 years, and as such, the club's balance is very healthy.

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

For a second year in a row we have seen great revenues for rentals from the Mount Pearl Tennis Club. This year the final numbers for rental revenue totaled \$9085, a small decrease from 2012's final revenue of \$9540. This is a decrease of 5%. One of the main contributing factors was the loss of a weekly rental that we had for the greater part of 2012 and the spring of 2013. Though we did have a small decrease the numbers are still quite strong compared to previous years. The main sources for rental revenues stems from company parties and showers. Last year we committed to allowing children's parties, we have seen a few rentals in this capacity and hope for more in the future. We also saw a decrease in summer rentals, most of the inquiries coincided with tournaments or city days. The tennis club is hoping to have the support of the city for snow clearing again this winter, if this changes we will have to re-evaluate winter rentals in the future. We are hoping to have some repairs to the tennis club completed next year with some possible funding from the city, this will add more value and hopefully even more rentals in the future.

The club is available for rental throughout the year, and this past summer was the third 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 10 members participated; 2) the Mount Pearl Open, which is a provincially ranked open tournament in which 34 players participated; 3) the Mount Pearl Molson, which is also a provincially ranked tournament in which 13 players participated; and 4) the Club Closed, which is a club members only tournament in which 11 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 14 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. An element that added to the fun, was provided by Thomas Hawkins who picked up a high definition camera and broadcasted live tournament and league matches at the end of the summer. These same matches are now also posted on the website for players wishing to watch themselves in action. All leagues were completed by the end of the season. Special thanks to Thomas.

Special thanks to Nathan Bessey who updated the club rankings after every tournament. These rankings were posted to the website after each tournament, for those players interested in keeping the competition active from tournament to tournament.

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 32 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.

The club house attendant duties were shared by the two coaches, and the club manager Allison Pittman. Allison was responsible for organizing the club house attendant schedules, ordering canteen stock as needed, tracking staff hours and doing payroll, bank deposits, keeping the club in a clean and orderly manner, and the general management of the club.

Memberships

Unfortunately membership was slightly down this summer. Last summer we had a total of 85 members, which included 42 Adults and 43 Juniors.

This summer we had a total of 76 members this year, as follows:

Adults: 37

Juniors: 39

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, and additionally we should consider putting out 2 free memberships to juniors per school, with interested kids entering their name at their school for a random selection.

Sport Alliance

Great communication with the Alliance all year; relationship continues to grow. Activities included regular monthly board meetings, active communication pertaining to the volunteer development initiative, and attended two social activities hosted by Smitty's Restaurant.

Responsibilities were the pick-up, distribution, collection, and delivery of 1000 spring/summer draw tickets.

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 VOCCM 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 2014, we are looking forward to it!

The website was setup and maintained by Thomas Hawkins. A special thanks to Thomas for the support and additional effort that went into the frequent updates required to keep this website current.

An ongoing problem for our club that I understood was resolved last summer, continued on again this year, and was again brought to the attention of the City. 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. Again, this summer I met with the Sport Alliance and again exchanged several emails with the City. They had believed that the situation was resolved because the Softball Organization had moved to another location, but an existing issue was the non-organized groups that would play on the field at their own leisure. Though no one was hit this is still a safety issue, and we were advised that the field would be de-commissioned next summer. I believe we will continue to have an issue until the field is de-commissioned and something else is put in its place to prevent people from playing baseball/softball.

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.

At the end of September 2012 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. The City followed through on some of these items, and the lights on the St. David's side were repaired, we received new windscreens, nets and posts at the beginning of the 2013 summer season.

We did not receive any new court re-surfacing, nor did the lights get repaired on the Ruth Avenue side. A further discussion with the City earlier this Fall indicates that budget will be available next year to demolish the Ruth Avenue side courts and install 2 new courts on the St. David's side, allowing us to run our programs, leagues and tournaments with 5 courts. The 3 existing courts would be re-surfaced to new condition to match the 2 new ones being installed.

Myself and Mary Spurrell met with Blair Delaney of the City in early November to discuss repair items for the club and the exterior grounds. The contents of that meeting are attached, at which, Blair agreed to correct all items.

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

The overall financial picture of the Mount Pearl Tennis Club for 2013 is almost identical to 2012 - another healthy surplus of almost \$7,000!

The clubs expenses remained similar to last year. In 2012 we made a decision to reduce expenditures. We hired less staff and reduced the hours for lessons. This season we rehired the same staff as last year and following the same lesson times were able to keep our largest expenditure at an acceptable level.

Membership fees made up 23% of the clubs revenue in 2013. We had no change in rates and membership numbers were relatively similar to 2012. Club rentals, although down by 5%, were once again our largest source of revenue, accounting for just over 1/3 of the clubs revenues. Undoubtedly, these revenues are vital to the clubs sustainability.

The grants we receive from the Provincial government, Federal government and Mount Pearl Sport Alliance another critical source of funding. 2013 saw the club received less funding from the Sport Alliance however we received a substantial increase from the Federal government. Each year the Mount Pearl Tennis Club applies for a Federal grant for two summer job positions and every year up until 2013 the club received funding for one. This year we were pleasantly surprised to receive funding for two positions. Hopefully next year we will be able to two positions as well.

In closing, the executive are tremendously excited about the financial outlook of the club. A surplus of nearly \$7,000 for the second consecutive year is great for the longevity of the club and tennis in Mount Pearl. As the club moves into 2014 perhaps some of this money could be used to try and attract new members as real sustainability comes from a healthy membership base and tennis community.

**Mount Pearl Tennis Club
Income Statement
30-Nov-13**

30-Nov-13

Cash Receipts

Membership fees	6,225.00
Rental	9,085.00
Tournament fees	346.10
Government Grant	8,296.00
Returned Tennis Balls	0.00
Canteen sales	810.05
Sport Alliance	2,200.06

26,962.21

Cash Disbursements

Payroll	13,740.53
Rental Caretaker	1,775.00
Bank fees	79.62
Tennis Balls & Equipment	726.86
Canteen Supplies	575.82
Advertising/Donation	394.90
Clubhouse Maintenance	2,111.29
Utilities	562.60

19,966.62

Surplus/Deficit

6,995.59

Mount Pearl Tennis Club

Facilities Report 2013

For a second year in a row we have seen great revenues for rentals from the Mount Pearl Tennis Club. This year the final numbers for rental revenue totaled \$9085, a small decrease from 2012's final revenue of \$9540. This is a decrease of 5%. One of the main contributing factors was the loss of a weekly Mary Kay rental that we had for the greater part of 2012 and the spring of 2013. Though we did have a small decrease the numbers are still quite strong compared to previous years. The main sources for rental revenues stems from company parties and showers. Last year we committed to allowing children's parties, we have seen a few rentals in this capacity and hope for more in the future. We also saw a decrease in summer rentals, most of the inquiries coincided with tournaments or city days. The tennis club is hoping to have the support of the city for snow clearing again this winter, if this changes we will have to re-evaluate winter rentals in the future. We are hoping to have some repairs to the tennis club completed next year with some possible funding from the city, this will add more value and hopefully even more rentals in the future.

Mary Spurrell - Facilities

VP & Sport Alliance Report By: Steve Cook

In 2013 Allison Pittman took over the managerial duties and did a formidable job working in that position. We had a total of 76 members, not as many as we'd like, but Allison along with our coaches Stephanie and Lenny ensured that the atmosphere in the club and on the court was fun filled and action packed! As Vice President of the club, one of my roles is to oversee the day to day operations at the club. I most definitely fell down on that role this past summer, as personal commitments kept me away from tennis for the past number of months. Those commitments have concluded and I look forward to a more active role at the club during the offseason and leading up to and including next summer.

That being said, I have maintained steady involvement with the sport alliance on behalf of the club. Activities included regular monthly board meetings, active communication pertaining to the volunteer development initiative, as well as two socials held at Smitty's restaurant.

A special thank you to our staff and volunteers for pitching in when called upon to take care of any roles or responsibilities that generally would not be asked of them. Best wishes to you all and see you in the new year!

Steve

Mount Pearl Tennis Club: Summer 2013 Summary of Events (by: Allison Pittman)

Summer 2013 was a relatively successful summer for the Mount Pearl Tennis Club. Stephanie Schwartz was back as head coach and junior tournament director, Lenny French was back as co-coach, and Allison Pittman took over the role of clubhouse manager. All three staff members helped to keep the club organized and running smoothly, with both coaches organizing and running lessons, and Allison managing scheduling, payroll, and the canteen. The club had a good summer with regards to its junior program, putting off lessons three times a week for children from 4 to 18 years of age, and also hosted The Mount Pearl Junior Open, which saw players from both the Mount Pearl and St. John's areas. The annual Junior Banquet was also a success, thanks to a great turn out from both parents and children.

The adult program also continued this past summer, with lessons for both beginner and advanced players. The club hosted multiple adult tournaments as well, including the Pre-Season Club Closed, Mount Pearl Open, Molson "B", and Club Closed. Adults singles and doubles leagues were also active, with one adults singles league, and two doubles leagues, Ranger's league and Bandit's league. Interest in tournaments and leagues was fairly good, and helped to make both fun and successful for all players involved.

Overall, interest in both adult and junior programs were favorable, and made this past summer an enjoyable one for club members.

Mount Pearl Tennis Club: Summer 2013 Summary of Events (by: Stephanie Schwartz)

This summer at the Mount Pearl Tennis Club, Allison Pittman took on the role of Club Manager, Stephanie Schwartz and Lenny French were the Club Coaches. Lessons went well, and although numbers were low, the attendance rate was high and there were very few cancellations due to weather. The Club held an adult Mixed Doubles Social, however attendance was very low, in part due to a weather-related cancellation and rescheduling of the event to the same weekend as the Gander Open. We held a Junior Open Tournament which seemed to run very smoothly, and received few to no complaints. The Junior Banquet went well, high attendance. We would like to host more Junior Match Play/Fun Play events in the future.

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.

Meeting Agenda for Discussion City – Tennis Club Executive

Nov. 5, 2013 at 630pm

Present: Blair Delaney, Mary Spurrell, Dustin Cole

Internal Corrective Action Items

1. Men's shower is constantly leaking in the back shower room
2. Ceiling still leaks by the fireplace. Ceiling overall is in pretty rough shape on the inside.
3. Men's Bathroom urinal does not work - no water coming from the tank.
4. Men's sink is not draining and is leaking down below into a bucket. When it was last repaired the plumbers cut holes in the walls to expose the pipes - they are still exposed.
5. New Range
6. Fresh Paint
7. Fireplace is still broken at the far right corner - could be a hazard if someone stood on it and fell off.
8. Heaters do not seem to be working properly in the main area.
9. Front door could be painted (graffiti)
10. No working fans in the bathrooms.
11. One light fixture in main area causing problems.
12. Side Exterior door (closest to office) has a pretty large opening near the bottom....has been brought to the city's attention many times over the last few years.

External Items

1. What do we do with the new blue windscreens.
2. Softball field still an issue.
3. Resurfacing of courts on St. David's side.
4. Removal of courts on Ruth Avenue side and installation of 2 or 3 new courts on the St. David's side.
5. Parking lot to be re-paved and fixed up and/or expanded into the existing courts area on Ruth Avenue side.
6. Multiple light fixtures not working on the Ruth Avenue side, which made that side unsafe to play on from mid-August for the remainder of the season. Safety issue and playability issue. The windscreens were also an issue and players did not want to play on the far court for that reason.
7. Garbage bin out front is in pretty rough shape.
8. Cracks in front walkway need to be addressed, they are tripping hazards and people have tripped over them.
9. Snow clearing during the winter for rentals.