

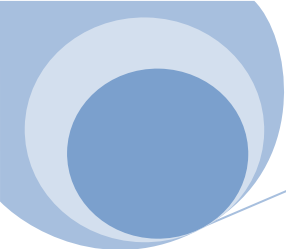
# Sudbury Indoor Tennis Centre

## Board of Directors Meeting Minutes

Date/Time: 08/12/2025

Location: Zoom

<b>Introductions (AGM) or Roll Call (Board Meetings)</b>	<p><u>Board Members Present:</u> Michael Boeswald, Kris Venkatraman,, Kiran Arunachala, Phil Howard, Elena Zabudskaya, Vedran Dukic and Mark Ament</p> <p>Regrets: Olga Demchenko</p> <p>Director: Richard Bullbring</p> <p>Staff: Jana Hall</p> <p>Club Members:</p> <p>Guests:</p>
<b>Call to Order</b>	<p>Time: 7:05 pm</p>
<b>Approval of the Minutes</b>	<p><b>Motion:</b> To approve amended minutes of the July 15 meeting.</p> <p>Discussion: Minutes were amended to remove sensitive information.</p> <p>Moved by: KV</p> <p>Seconded by: VD</p> <p><b>CARRIED</b></p>
	<p><b>Quick recap</b></p> <p>The board meeting covered various operational updates including facility improvements, programming changes, and staffing matters, with discussions about court resurfacing, air conditioning installation, and summer camp planning. Financial matters were addressed, including membership price increases, coach compensation adjustments, and the approval of a new harassment and abuse policy. The conversation ended with approval of facility improvements and social events, along with plans for a new budget presentation at the upcoming AGM.</p> <p><b>Summary</b></p> <p><b>Bylaws and Court Resurfacing Updates</b></p> <p>Vedran reported that the city had not responded to his inquiry about using court resurfacing funds for indoor courts, and he planned to follow up. The group discussed progress</p>

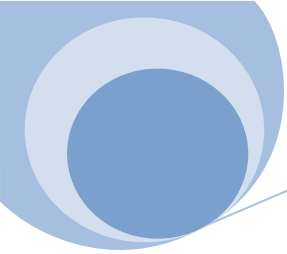


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	<p>on bylaws, with Vedran noting that most work was complete except for adding sections on code of conduct and consequences for board members. Elena and Vedran agreed to review and revise the business plan, aiming to get it approved by the board and submitted to the city in September. The conversation ended with a brief discussion about court resurfacing, confirming that the purple and green Wimbledon colors were selected, and the project would take approximately 10-12 days to complete.</p> <p><b>Indoor Court Surface Texture Decision</b></p> <p>The group discussed court texture options, ultimately deciding to proceed with a coarser surface to extend its lifespan by 2-3 years, despite concerns about increased stickiness. Richard agreed to contact the OTA to verify if there are industry standards for indoor court surfaces, while the group acknowledged that their current courts are unusually fast compared to other facilities. The decision was influenced by the need for longer rallies and the fact that their courts are faster than most other indoor facilities, with Vedran noting that their courts are more similar to outdoor courts than indoor standards allow.</p> <p><b>Office AC Installation and Summer Camps</b></p> <p>The team discussed the need for air conditioning in the office area, where temperatures reach 30-33 degrees Celsius in the summer. Richard proposed installing a larger AC unit in the office and potentially another one in the racquet area, with initial estimates around \$350-400 for portable units or a few hundred dollars more for a ductless system. The group</p>
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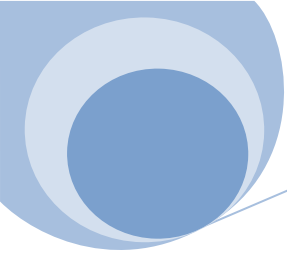


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	<p>agreed this was necessary for staff comfort and safety, with Vedran emphasizing it was unacceptable for staff to work in such heat. They also reviewed the success of recent summer camps, which had the highest turnover in three years, and discussed plans for six weeks of summer camps next year, keeping regular hours throughout the summer.</p> <p><b>Tennis and Pickleball Program Updates</b></p> <p>The meeting discussed several updates and decisions related to tennis and pickleball programs, court scheduling, and staff compensation during facility closures. Richard shared progress on the new Elite Tennis program and adjustments to the Pre-HP and HP programs, noting high enrollment and plans for promoting upcoming programs through newsletters and advertising. The group discussed introducing a competitive Pickleball League to encourage mingling among players, and Mark proposed adjusting pickleball court times to accommodate new tennis schedules. Additionally, the team deliberated on how to compensate part-time staff during planned facility closures, agreeing to provide a 50% bonus based on their average hours worked over the past six months, recognizing the importance of staff retention and club culture.</p> <p><b>Facility Paving and Employment Policies</b></p> <p>The group discussed paving work outside the facility, with Richard coordinating with James to extend paving up to the bubble and addressing Mark's concern about potential</p>
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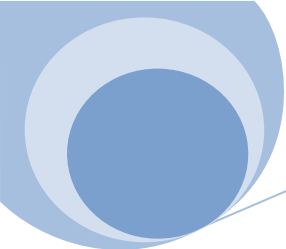
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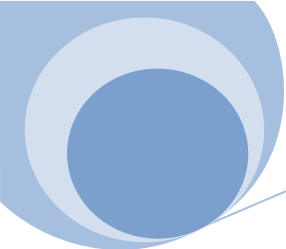
	<p>drainage issues. They clarified the policy regarding board members working as employees, with Vedran and Kris explaining that while board members can work as employees, they cannot participate in salary negotiations or promotion discussions related to their role. The discussion concluded with confirmation that Annabelle's hiring process was transparent and followed existing hiring procedures.</p> <p><b>Summer Programming and Staff Policies</b></p> <p>Jana introduced herself as a registered nurse with experience in community and mental health, highlighting her passion for proper policies and staff well-being. She discussed her contract's non-compete clause, noting its unenforceability under Ontario's Employment Standards Act, and suggested alternatives like NDAs. The board discussed removing the non-compete clause from Jana's contract, with all members agreeing to do so.</p> <p>Richard and Kiran discussed the club's summer programming, tournament possibilities, and expanding morning and evening sessions, with Richard emphasizing the need to balance group lessons with private lessons for revenue. They agreed to further plan and decide on the schedule adjustments.</p> <p><b>Contract and Policy Updates</b></p> <p>The Board approved two documents: a code of conduct and a mechanism for dealing with board member conflicts, with Kris planning to finalize these with specific details. The</p>
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**Sudbury Indoor Tennis Centre**  
**Board of Directors Meeting Minutes**

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	<p>board agreed to review a new harassment and abuse policy that Kris would send in the coming week, and decided to inform Sheila that they were implementing her recommendations while keeping the specific details confidential.</p> <p><b>Board Conduct and Dispute Resolution</b></p> <p>The board reviewed and discussed two key documents: a code of conduct for board members and a dispute resolution mechanism. They agreed to modify the dispute resolution section to specify that a neutral third party would be appointed by a two-thirds majority vote of the board from club volunteers, drawing from their positive experience with Sheila's appointment. Kris will update the document and distribute it for electronic signatures to be stored in the shared drive folder. The board also noted that while the documents were good starting points, they would need further refinement over time.</p> <p><b>Coach Raises and Compensation Review</b></p> <p>The board discussed coach raises, with general agreement to support Richard's recommendation on pay increases for eligible coaches and other staff.</p> <p><b>Policy Updates and Staffing Changes</b></p> <p>The board reviewed and approved amended meeting minutes, removing sensitive details about coach allegations and simplifying the language. They discussed the harassment</p>
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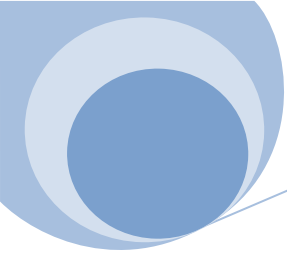


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	<p>complaint investigation findings, which concluded no further action was needed. The board also reviewed staffing updates, including Kevin joining the team and junior coaches leaving the club. Vedran and Kris agreed to work on updating the abuse and harassment policy.</p> <p><b>Membership Price and Audit Approvals</b></p> <p>The board approved a 5% price increase across all membership types and court rates, with adult memberships rising to \$26.50 monthly, junior memberships to \$170 annually, and court rates increasing to \$38 per hour. The board also approved pursuing an audit with KPMG, which will cost approximately \$7,500-10,000, as they need audited financials for government funding applications. Michael presented a draft budget projecting \$670,000 in revenue and a \$107,574 bottom line for 2025, with plans to present the full budget at the next board meeting and at the AGM.</p> <p><b>Facility Upgrades and Social Event</b></p> <p>The board discussed upcoming facility improvements, including a new furnace installation expected by September 1st and court resurfacing, with Vedran confirming these changes would be announced together in an email. Elena reported on plans for a free member social event on September 26th from 7-9pm, which will include wine and cheese, and discussed purchasing a new couch for the lobby using funds from the spring volley. Mark confirmed he would handle the liquor license for the social event, which is</p>
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	expected to attract around 50-100 members, and the board agreed to implement a cash bar system.
<b>New Business</b>	
<b>Adjournment</b>	9:35 pm
<b>Next Meeting</b>	September 9, 7 pm