

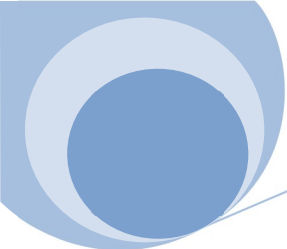
# Sudbury Indoor Tennis Centre

## Board of Directors General Meeting Minutes

January 10th 2023 7:00 pm

Zoom

<b>Roll Call</b>	<p><b>Board Members Present:</b> Cliff Richardson, Mark Ament, Carmen Bedard, Vedran Dukic, Natasha Jakelski, Michael Boeswald, Kris Venkataraman.</p> <p><b>Regrets:</b> Dan Wong</p> <p><b>Director:</b> Richard Bulbring, <b>Operations Manager:</b> Diego Costales</p> <p>Did the meeting meet quorum? Yes</p>
<b>Call to Order</b>	Time: 7:06
<b>Approval of the Minutes</b>	<p><b>Minutes of:</b> Board of Directors Meeting December 4th 2022.</p> <p><b>Moved by:</b> Cliff</p> <p><b>Seconded by:</b> Mark</p> <p><b>Discussion:</b> That the Minutes of the Board of Directors Meeting December 4th 2022 meeting be adopted as presented.</p> <p><b>CARRIED</b></p>
<b>Update from the Director and feedback</b>	<ol style="list-style-type: none"> <li>1. Alarms are still going off frequently. Cameras are not accessible yet, with the exception of 2 that Mark Ament has access to. They are being addressed with the service provider.</li> <li>2. Level 1 Coaching course for February is fully signed up</li> <li>3. Richard enquired if he needed to oversee banking/financials. There was clarification provided to Richard regarding banking oversight.</li> <li>4. Richard was also informed that he was authorized to sign employee contracts for employees reporting to him.</li> <li>5. Snow removal is going well.</li> <li>6. There were discussions on how to fill up different courses. It was suggested that upper-level players be targeted to fill 103.</li> <li>7. Vedran to assist Richard with grants.</li> <li>8. Richard identified a 'dead-time' of 11:30 am -2pm on Tuesdays. Recommendations were made to target schools, older adult groups etc. to fulfill the social mandate of SITC.</li> <li>9. Richard recommended a 'seasonal pass' to alleviate the problem of memberships being constantly either put on hold or reactivated without consequence.</li> <li>10. Equipment was purchased from a \$7000 grant and the grant funds have been exhausted.</li> </ol>
<b>Update from the Facilities Manager and feedback</b>	<ol style="list-style-type: none"> <li>1. Diego requested access/creation of an official email.</li> <li>2. Diego informed the board that the front desk will have a second employee.</li> </ol>
<b>Approval of contracts for Diego and Richard</b>	<p><b>Employment contracts for:</b> Richard Bulbring and Diego Costales</p> <p><b>Moved by:</b> Vedran</p> <p><b>Seconded by:</b> Natasha</p>



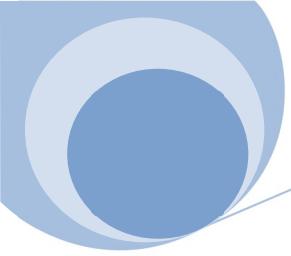
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	<p><b>Discussion:</b>Cliff provided an update to the board regarding the contracts in the context of discussions within the HR committee. The update is summarized as follows:</p> <p><b>Richard</b></p> <ol style="list-style-type: none"> <li>1. Richard to have a 40-hour work week</li> <li>2. Salary offered to be \$80,000</li> <li>3. Health spending account to be boosted to \$3000 annually</li> <li>4. Richard will report to the HR Chair</li> </ol> <p><b>Diego</b></p> <ol style="list-style-type: none"> <li>5. Diego to have a 40-hour work week</li> <li>6. Salary offered to be \$55,000</li> <li>7. Health spending account to be boosted to \$2000 annually</li> <li>8. Diego will report to Richard</li> </ol> <p>The board discussed having time accountability for both employees, a performance (membership-growth) bonus and the change in reporting hierarchy.</p>
<p><b>Club President's Report</b></p>	<p>Cliff is continuing to work on a strategic plan. He was also working more recently on the contracts for Richard and Diego.</p>
<p><b>Reports from board members/ Committee Chairs</b></p>	<p><b>Finance Committee:</b> Vedran informed the board that the budget remained to be approved</p> <p><b>Membership/Program Committee:</b> Vedran shared an excel sheet demonstrating the complex membership fee structure. He will work to simplify it and present it at the next board meeting. He also emphasized that substitute players for leagues must be club members.</p> <p><b>Coaching and Instructor Committee:</b> Vedran discussed the return to a 10-week cycle for junior programming.</p> <p><b>Junior Development Committee:</b> Kris informed the board that the JDC had met in December and three tangibles were identified for 2023:</p> <ol style="list-style-type: none"> <li>a. An OTA based coaching program for junior coaches</li> <li>b. A local in-house tournament</li> <li>c. A parent child doubles tournament with a social aspect to it</li> </ol> <p>Kris and Richard are coordinating for all three. The coaching course is booked with a full house.</p> <p><b>Social/Fundraising Committee:</b> Natasha summarized a recent SFC meeting for the board. The committee proposed organizing the Spring volley, with different possible venues and potential dates of May 10, 31 or June 7. Games, a photo booth and corporate sponsorships for the event were also discussed at the SFC meeting. Additionally, an adult holiday event to promote visible presence and raise brand awareness of SITC were also proposed. Natasha offered to assist with organizing/support for the winter cup.</p> <p><b>HR/Personnel Committee:</b> Carmen did not have any additional updates.</p>



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	<p><b>Facility Maintenance Committee:</b> Mark raised the issue of the damaged separation nets.</p> <p><b>Pickleball Committee:</b> Michael brought forward some requests from the pickleball committee:</p> <ol style="list-style-type: none"><li>1. They would like court 1 painted to accommodate pickleball</li><li>2. They would like to organize 2 annual tournaments (summer/winter) which will require the use of all 4 courts for the 2 days of a weekend.</li><li>3. Pickleball members want to have voting rights</li><li>4. Members were willing to prepay the full charges for courts during prime-time, even if courts were not being filled.</li><li>5. They are requesting more court time.</li></ol> <p><u>Discussion:</u> Overall, the board was willing to support the hosting of a summer tournament and additional court time on Tuesdays and Thursdays between 11 am and 2:30 pm. There was also some support for prime-time court occupancy on Fridays.</p> <p>With the absence of 2 board members (Cliff's laptop ran out of charge), this item has been deferred for a more detailed discussion for our next board meeting.</p> <p><b>Strategic Planning Committee:</b> Cliff did not have any additional updates.</p>
<b>Action Items</b>	Kris will send out a doodle poll to identify when the next board meeting can happen as our next meeting is on February 14 and Natasha is away
Adjournment	Time: 9:20 pm
Next Meeting	TBD 7:00 pm