

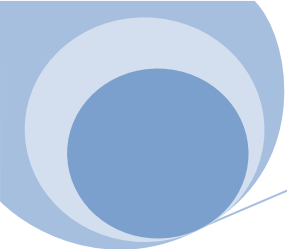


Sudbury Indoor Tennis Centre

Board of Directors Meeting Minutes

Date/Time: 10/13/2025
Location: MNP Office

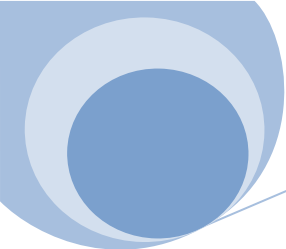
Introductions (AGM) or Roll Call (Board Meetings)	Board Members Present: Michael Boeswald, Kris Venkatraman, Elena Zabudskaya, Kiran Arunachala, Phil Howard, Vedran Dukic, Olga Demcenco and Mark Ament Regrets: Director: Richard Bulbring Staff: Jana Hall Club Members: Guests:							
Call to Order	Time: 7:05 pm							
Approval of the Minutes	Motion: To approve the minutes of the Oct 13 meeting with an amendment Discussion: Moved by: KV Seconded by: MA CARRIED							
	<div> Meeting Summary: Facility, Staffing, and Strategy</div> <p>The meeting covered three main areas: logistics and administration (including meeting format and minutes), staffing and facility updates (coaches, furnace, lights), and high-level strategic/legal planning (AGM, byelaws, expansion, sponsorship).</p> <p>1.  Administrative & Logistics</p> <table><tr><th>Topic</th><th>Discussion</th><th>Outcome / Decision</th></tr><tr><td>Meeting Format</td><td>Discussed difficulties of taking minutes during in-person meetings (voice recording/transcription needed).</td><td>Action Item: Future meetings should be online or hybrid.</td></tr></table>		Topic	Discussion	Outcome / Decision	Meeting Format	Discussed difficulties of taking minutes during in-person meetings (voice recording/transcription needed).	Action Item: Future meetings should be online or hybrid.
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		Preference for online or hybrid meetings.Potential switch to Wednesday nights for regular meetings was proposed.	
	Minutes Approval	The previous minutes were briefly reviewed. A minor amendment was requested regarding a medical note.	Decision: Minutes were approved as amended.
	Website Updates	The website needs updating, specifically the minutes (September and October are missing), the Annual General Meeting (AGM) date, and removing the 2025 Spring Volley	Action Item: Jana/relevant person to upload September/October minutes and update the AGM and Spring Volley sections.

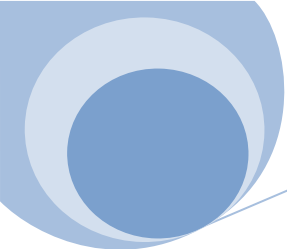


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		sponsorship section.	
	2. 🎯 Staffing & Junior Programs		
	Topic	Discussion	Outcome / Decision
	Coaching Team	Noted successful completion of coaching courses by Mark and Amy (now employed and stepping up). Richard expressed concern over the unreliability of a few coaches.	Decision: Implement a Three-Strike Policy (Warning, Written Warning, Termination) for unreliable coaches. Richard will send a general email about this.



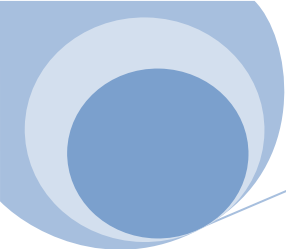
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	New Coach Hire	Richard indicated that there is a demand for a qualified junior tennis coach position.	Decision: Junior coaching applicants will be considered if a coach spot opens up, provided the standard hiring process (job posting, interviews by Jana/Kiran) is followed to ensure due diligence.
	Junior Programs	Current programs (Elite, HP, PHP) are fully booked or overbooked. High demand for intermediate younger players.	Decision: Plan to add an additional Green Ball program to separate older (12-16) and younger (under 10, intermediate) groups.
	OTA Tournament	The recent tournament was successful and attracted top players, but registration was below capacity due to	Update: Good visibility for the club.

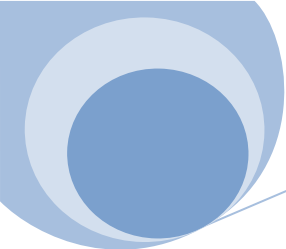


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		last-minute withdrawals.	
	Coach Compensation	Discussed salary grid and ensuring new coaches are compensated reflecting their certification and performance.	Action Item: Mike/Richard to find the approved salary grid and ensure coaches are paid according to the approved ranges, moving away from relying only on certification status.
3. 🛠 Facility Updates (Bubble)			
	Topic	Discussion	Outcome / Decision
	New Furnace	Not finished due to a broken regulating part during transit. Temperature inside the bubble varies.	Decision: Wait for Farley to complete the repair to maintain the warranty.

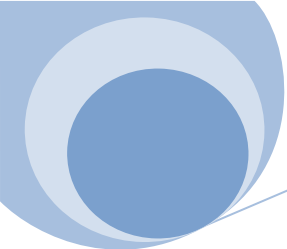


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	Lighting System	Farley suggested replacing the outdated lighting system with hanging lights (estimated at \$approx \$100,000\$). Members felt current lighting was "good enough" but could be better (26 footcandles, minimum is 20).	Action Item: Get a quote for the full hanging light system for reference. Decision: Move forward with replacing the flat lights on the ends of the courts (est. \$approx \$5,000-\$10,000\$ total) and having an electrician do the work at a reduced rate. Michael to set up a test with the electrician.
	Bubble Entrance	Main hallway leading to the bubble looks "grotty."	Decision: Plan a "Paint Party" to repaint the hallway and add historical club memorabilia (timeline/trophies).
	4.  Strategic & Financial Planning		
	Topic	Discussion	Outcome / Decision



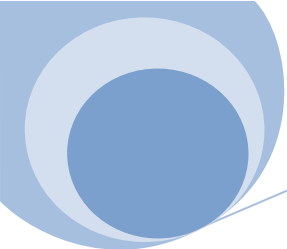
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	AGM Planning	The AGM is scheduled for December 7th. One board seat is open. Proxy forms and candidate profiles must be prepared and communicated within a two-week window.	Action Item: Jana and Mike to work immediately on updating the website with AGM info (dates, agenda, nominee profiles, proxy forms). Ensure new agenda items are sent in a separate, stand-out email.
	By-laws & Code of Conduct	Lawyer advised that removing a board member must be done through suspending their membership (per ONCA). This requires members to vote on a Code of Conduct. The draft Abusive and Harassment Policy should be consolidated with club etiquette/rules to create a comprehensive Member Code of Conduct.	Decision: Focus on preparing the Member Code of Conduct and Director Code of Conduct for a vote at the AGM (along with the new By-laws). Kris/Mike will finalize the Member Code of Conduct to be reviewed by the lawyer.



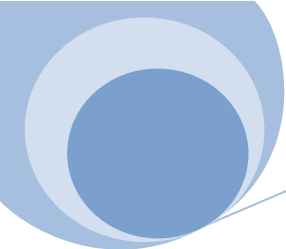
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	Expansion Feasibility	City suggested preparing a feasibility study on the current Queen's Athletic site first. Previous feasibility study quote from JL Richards (2 years ago) was \$ \approx \\$23,000\$.	Decision: Move forward with a Feasibility Study to determine expansion potential on the current site. Action Item: Get updated quotes (JL Richards and at least one other, like Tulloch Engineering) to ensure due diligence.
	Junior Player Sponsorship	A junior player's parent requested sponsorship (travel grants, etc.) for her professional tennis career. The board expressed concern over the individual nature of the request and club mandate.	Decision: Reject the direct financial sponsorship request. Compromise Package Approved: 1) Grant the junior player free court time/honorary membership when she is in town. 2) Host a "Play with _____ (name of junior player)" community fundraising event during the holidays, with the club offering to match



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			donations up to \$2,500.
	Pickleball Drop-in Fees	Discussion surrounding monthly drop-in pass was had, including analysis of the current \$10/drop-in daily pass.	Decision: Keep the current \$10/drop-in fee. Do not introduce a monthly pass.
<hr/> Key Action Items Moving Forward <ol style="list-style-type: none">1. AGM Prep (Jana/Mike): Finalize website updates, candidate profiles, and byelaws/code of conduct documents immediately for member review.2. Expansion Quotes (Kris): Obtain updated and comparable quotes for the JL Richards feasibility study from Tulloch.3. Junior player support Event (Richard): Contact the junior player's family to schedule the "Play with ____" fundraising event over the holidays.4. New Programs (Jana): Lock in a new 101/102 program on Sunday nights starting in January.			
New Business			
Adjournment	9:20 pm		
Next Meeting	December 09, 7 pm		