



**Credit Valley Lawn Tennis Club
Minutes of Annual General Meeting Held on
Sunday November 13th, 2022, at 2:00pm
Huron Park Recreational Centre in the
Iroquois Room**

The meeting was chaired by Cindy O'Doherty and Anastasia Karpacheva acted as Secretary. Everyone was welcomed by Cindy. Anastasia covered the housekeeping rules.

Agenda

Topics	Speaker
Welcome	Cindy O'Doherty
Call to Order - Quorum and Examination of Proxies	Anastasia Karpacheva
Matters Arising from the 2021 AGM Minutes	Cindy O'Doherty
Approval of the 2021 Minutes of the AGM	Anastasia Karpacheva
President's and Tournaments Report	Cindy O'Doherty
Membership Report	John Leonard
Financial Report	Eneas Silva
Social Report	Neil Gador
Teams Report	Anastasia Karpacheva
Facilities Report and 5 Year Plan	Les Banski
Club Manager's and Communications Report	Petya Marinova
Governance	David Jarvis
Special Resolution Vote	Cindy O'Doherty
Questions from Members	Board
2022- 2023 Executive Slate	Anastasia Karpacheva/All Candidates
Voting and proxy ballots	Anastasia Karpacheva
Scrutineers count	Anastasia Karpacheva
Adjournment	Anastasia Karpacheva

Notice of Meeting and Examination of Proxies

The Secretary announced that the notice of the AGM meeting was sent out via Jeggyssoft. There were forty-nine (49) members in attendance at the start of the meeting and one hundred and seventy four (174) proxies received, the Secretary declared that there was a quorum and it was a duly constituted meeting of the Club members.

The meeting officially began at 2:06pm.

President's Report - Cindy O'Doherty

2022 was a stellar year at Credit Valley as we had record revenue numbers combined with record profits and controlled spending. Thank You to Our Volunteers & Petya who helped throughout the year to welcome the return of club activities all summer long. Notable highlights include The Centennial Party & the Senior ITF Tournament.

Things to Consider for FY23:

- Seamless banking like Square for events
- Commence C&B work and get it ready to be fully implemented and approved
- Staggered Membership
- Put a new program in place for the competitive junior membership as the list is growing, how do we implement it into some of the adult offerings?
- Decide on what project we need to commence first in the 5 Year Plan
- Better Communication Overall
- Continue to change the infrastructure at the club so we can provide better a better member experience
- Finding Ways to Increase Revenue so not to rely so heavily on tournaments

Matters Arising from the 2021 AGM Minutes

- Is it possible to put down the roles, responsibilities, accountability for Directors and Executives on website? Also, to include club coordinates for the Directors and Executives on website for easy contact.
 - *We have the job descriptions of each of the roles written up and they will be posted to the website. The email for which they can be contacted will also be posted.*
- Club Maintenance – is it possible to establish a standard of club maintenance schedule and who is responsible? Should it be a team be designated or one person, do it?
 - *Petya and Les are responsible for club maintenance. We would like to hire more people to support the club in this area.*
- Manual watering system – hoses – can the watering system work next year?
 - *The sprinkler system in general is in working condition. There is however some maintenance required to the hose connection hardware. They need to be serviced so the hose connections can be made easily. A City of Mississauga work order will be required for the work.*
- Mike Cristea – after his work is done, courts are typically good as new. To what level do we need to get extra help to maintain the courts to that level?
 - *This issue is pending discussion with the new Board. We must determine what is our most effective strategy is to improve the playing experience.*

Approval of the 2021 AGM Minutes held on October 2, 2021

The 2021 AGM Minutes were sent out via email to the entire membership prior to the 2022 AGM. 2021 minutes to be revised, questions regarding court maintenance deferred as it will be answered later in the meeting. It was moved by Michael Senn and seconded by Lorne St. Louis that the minutes of the AGM held on October 2, 2021 be amended and approved. All in favour.

Tournaments Report – Cindy O'Doherty

Great summer of competitive events. We hosted the following tournaments:

OTA Events

- Credit Valley 3.0, 4.0, 5.0 August 26th-28th

- 2022 OTA U14 National Selection July 15th-17th
- U12 Outdoor Provincials June 20th-25th
- 2022 OTA U12 National Selection May 27th-29th

ITF

- ITF S700 - Mississauga - ITF Credit Valley Centennial Cup

Finished off the year with the club championships, and for the first time ever, we saw participation in every event category including a record high singles draw of 128 participants for the Men's Open Singles.

Membership Report – John Leonard

# members			Membership Breakdown		Members by Age Group	
2022	2021	2020	Adult	400	Under 12	123
755	600	386	Family	114	12-17	50
Revenue			Couple	87	18-24	30
\$148,020.00	\$119,209	\$76,580.00	Young Adult	33	25-34	83
Guest Fees			Juniors	22	35-44	105
\$2,602.80	\$2,850.00	\$2,265.00	Young Juniors	97	45-54	146
			Total	755	55-64	120
					65+	96
					Average Age	3700

Members by City			
Mississauga	590	80%	
Other	165		

Highlights: Added an extra night to House League & Mens Open Singles in Club Tournament had a record 128 draw.



CVLTC - YTD Financials - Oct 31, 2022

	2022 Budget	2022 Actuals YTD Oct 31	2022 Remaining	2022 Y/E Outlook	2021 Y/E Actual
REVENUES	\$131,040	\$208,371		\$208,371	\$151,763
EXPENDITURES	-\$123,300	-\$123,953	-\$24,392	-\$148,345	-\$151,660
Cash Reserves increase/decrease	\$7,740	\$84,418		\$60,026	\$103

Checking account opening (Jan 1, 2022)	\$27,965	
Total Operating Revenues	\$207,416	😊
Total Operating Expenditures	-\$124,141	
Tax (HST) Paid to CRA	-\$2,525	
Tax (HST) refund - CRA	\$909	
Payment Portal Fees (Bambora)	\$3,003	
Bank charges, etransfer, Cash deposit	-\$290	
Interest Rate Income	\$46	
Checking/Savings account closing (Oct 31, 2022)	\$112,383	😊



CVLTC - Total Cash and Cash Equivalents

Checking account closing (Oct 31, 2022)	\$106,357
New Savings account closing (Oct 31, 2022)	\$6,026
Investment GIC	
Total GICs (3 certificates renewing in 2023/2024)	\$26,984
Total Cash and Cash Equivalents	\$139,367
Checking/Savings Accounts projected Dec 31, 2022	\$87,991
Projected Cash Reserves Increase - 2022 Exercise	\$60,026
Cash Reserve Decrease - 2021 Exercise	(for comparison purpose only) -\$216.00



CVLTC - How we closed 2021 FY after hand-over?

Balance presented at the 2021 AGM - Jan 1st , 2021	\$27,862.00
Balance presented at the 2021 AGM - Oct 1 st , 2021	\$43,162.50
Income	
Guest fees - balance of the year	\$173.02
Expenses	
Head coach's pay October 2021	\$6,591.67
Head coach retention fee for 2022	\$4,500.00
Water Bill	\$1,905.51
Trophies	\$813.60
Hydro	\$405.20
Other Expenses	\$1,155.13
Total Expenses	\$15,371.11
Ending Balance – Dec 31, 2021 - statement	\$27,964.41
Returned cheque - duties due on the import of court equipment from WV (West Virginia), USA	\$318.59
Ending Balance on the 2021 exercise - adjusted	\$27,645.82
Cash Reserves Decrease - 2021 Exercise	-\$216.18

Other Expenses	
Cleaning	\$260.00
OTA Sanction fee	\$226.00
e-Newsletter	\$188.94
Reimbursement to Les - club house maintenance	\$160.95
Rogers	\$157.49
Security	\$84.75
Bambora monthly fee	\$45.00
Fob refund	\$20.00
Bank charges	\$12.00
Total Other Expenses	\$1,155.13

REVENUE BREAK-DOWN

OCTOBER
YTD

CVTC 2022 Budget x Actuals	2022 Budget	Actuals Oct YTD	Variance
Revenues (refers to Income statement):	\$131,040	\$208,371	\$77,331
Membership fees + Programs	\$110,000	\$156,279	\$46,279
Tournaments 😊 (revenue to be shared)	\$10,000	\$37,230	\$27,230
City Grant	\$10,000	\$10,000	\$0
Miscellaneous	\$1,000	\$4,862	\$3,862
Interest and investment income (CRA T5) – not received yet	\$40	\$0	-\$40

MEMBERSHIP REVENUE BREAK-DOWN

OCTOBER
YTD

Revenues:	
Gross Membership Revenues	\$156,279
Membership fees	\$148,020
Fob Sale	\$1,459
Tennis court cancellation/change Fee	\$184
Guest fees	\$2,602
Programs / club events	\$4,014
Program Break-down	
Club Championships	\$1,758
Centennial Celebration	\$357
House League	\$1,520
Welcome Back BBQ	\$379
Sales Taxes, Fees and Discounts affecting Revenue	
HST	\$17,544
Payment portal (Bambora) fees	\$3,003
Refunded memberships	\$820



Expenses Break-down

Note:

*
- When deemed relevant rows contain accrued values.

CVTC 2022 Budget x Actuals	2022 Budget	Actuals Oct YTD	Variance
Expenses (actually paid as of Oct 31) – referred in the Income Statement	\$123,300	\$123,953	-\$653
Expenses (includes accrued amounts as noted)	\$123,300	\$143,724	-\$20,424
Tennis Director			\$0
Tennis Director Monthly fee (includes HST) (*)	\$43,000	\$42,938	\$62
Shared tournament net revenue (50/50) (*)	\$5,000	\$12,615	-\$7,615
Court Ambassador	\$0	\$3,247	-\$3,247
Annual court preparation	\$35,000	\$23,874	\$11,126
Court maintenance	\$8,000	\$6,234	\$1,766
Equipment and Accessories	\$1,000	\$0	\$1,000
Club House maintenance and equipment	\$5,000	\$4,996	\$4
Utilities (Hydro, Water, Telco, Internet)	\$4,000	\$6,511	-\$2,511
Tournaments	\$4,000	\$12,008	-\$8,008
Programs	\$3,000	\$2,906	\$94
Bank charges (TD, Bambora Service flat fee)	\$300	\$290	\$10
Association fees	\$2,000	\$3,048	-\$1,048
Social & Community	\$7,000	\$7,906	-\$906
Advertising	\$2,000	\$537	\$1,463
General & Admin (includes Insurance, Security)	\$7,000	\$11,086	-\$4,086
Federal & Provincial Taxes (HST)	\$2,000	\$2,525	-\$525
Bambora Payment Portal fees		\$3,003	-\$3,003

October not paid yet
Not paid yet



CVLTC – Critical Expenditures – 2021

INVOICE DATE	INVOICE #	TIER I	TIER II	TOTAL
2021-03-09	OAK0140627 - 3 SETS NETPOSTS	COURTS	Court Maintenance	\$2,796.75
2021-03-14	OAK0140821 - ANCHORS	COURTS	Court Maintenance	\$142.38
2021-05-27	OAK0142195 - 3 NEW NETS	COURTS	Court Preparation	\$1,186.47
2021-06-29	OAK0143558 - NET STRAP	COURTS	Court Preparation	\$162.65
2021-07-25	OAK0145279 - 4 PANELS WINDSCREENS	COURTS	Court Preparation	\$3,678.55
2021-07-30	OAK0145580 - 5 SETS NET POSTS, ANCHORS, SLEEVES	COURTS	Court Maintenance	\$4,708.71
2021-09-10	#OAK0147974 'DIVIDER NET, 5 NETS, WINDSCREENS	COURTS	Court Preparation	\$9,514.54

Total invoices for net posts - not installed: \$7,505.46

Total invoices for wind screens: \$13,193.09

CVLTC – Critical Expenditures – 2021 - Extracted from the 2021 AGM report.

	2021-10-02	2020-12-31	2020-11-14
Income Statement			
Revenue	\$151,763	\$92,356	\$92,356
Expenditure	\$125,708	\$89,069	\$88,125
Net Income	\$26,055	\$3,287	\$4,231
Cash Flow Statement			
Cheque Account Opening (01/01/2020)	\$27,862	\$14,107	\$14,107
Cash Inflow	\$164,530	\$96,249	\$96,249
Cash Outflow	(\$149,229)	(\$82,494)	(\$81,335)
Cheque Account End	\$43,163	\$27,862	\$29,022
Balance Sheet			
Cash	\$43,163	\$27,862	\$29,022
GIC Investment	\$27,040	\$26,925	\$26,690
Account Receivable	\$15		
Other Current Asset (Credit Note)	\$2,949	\$4,827	\$5,251
Total Assets	\$73,167	\$59,614	\$60,963
Acct payable & accrued Expenses	\$1,207	\$10,300	\$10,515
Other Current Liabilities	\$2,949	\$4,827	\$5,251
Total Liabilities	\$4,156	\$15,127	\$15,766
Retained Earnings	\$69,011	\$44,487	\$45,197
Total Liabilities and Equity	\$73,167	\$59,614	\$60,963

Social Report – Neil Gador

Organized Programs

- House League 2022 (Sunday and Monday)
 - Sunday Afternoons and Monday Evenings
 - Sunday has 2 Teams with at least 20 to 25 participants
 - Monday has 4 teams with at least 20 to 25 participants
 - Approximately had 15 House League match days
- Mixed Round Robins and 5.0 Doubles (Wednesday Evening)
 - Several members participation
 - Courts allotted for the matches were utilized for the entire duration
- Club Championships 2022
 - Large participation from CVTC Members in all the events – especially Men’s Open Singles.

Social Events

- Welcome and Closing BBQ
 - Approximately more than a hundred members joined & participated
- Centennial Party / 100 Year Anniversary
 - Biggest club social event this year.

- Over 200+ members were in attendance at the event.
- A scheduled wooden racket tournament was played.
- The event was attended by some from city council, OTA & Tennis Canada, and Hazel McCallion.

Teams Report – Anastasia Karpacheva

Overview

- Had B & C Team, first time in 2 years
- 111 members came to the try outs
- Ran team practices on Sundays
- B Team finished 2nd in division, lost in Quarterfinals of Playoffs
- C Team finished 1st in division, lost in Semi Finals of Playoffs

To consider for next year: Adding another team due to the high level of enthusiasm shown this year.

Facilities Report & 5 Year Plan – Les Banski

2 major events this year – Centennial, Seniors Tournament - Strategy was to showcase the Club for these events plus upgrade the facility with needed maintenance issues.

- Gardening – General cleanup of all garden beds
- Supply additional mulch to all beds
- Create a new bed west side of the deck c/w ornamental grass
- Plant a Centennial tree main entrance to the Club
- Prepared and stained the deck
- Stabilized the drains on courts 3,6,7 & 8 and reinforced their perimetres with interlocking stone.
- General upkeep – new kitchen taps, basement toilet valves, basement lighting repairs. Repair, paint or stain deck and lawn furniture. Court benches repaired and painted as needed.
- Discussed the Club being 50 years old and in need to budget for upcoming repairs or renovations.

5 Year Plan - To improve the member experience at the club, we are proposing the following to be completed over the next five years: \$30,000 allocated each year, for a total of \$150,000

1. Increase Staffing
2. Replace Net Posts
3. Renovate The Basement
4. Practice Wall Upgrade
5. New Furniture

Club Manager & Communications Report – Petya Marinova

2022 has been an outstanding season. Our tennis programs and events saw record high participation. Our House League program has become very popular to the point where we were able to offer a second night of play to accommodate the increased demand.

This was a particularly taxing year on our courts.

- They were used for play 2,306 hrs more than last year.
- Watering was increased this year due to the lack of rain.
- 4 and ½ skids of extra clay were added during the season in an attempt to re-level the courts.
- Our courts were very busy this year due to the high membership and with some members playing well over 150 hrs this season.

- To maximize court availability, we tried to complete court maintenance before opening in the mornings or during rain delays.
- Updated the court booking rules to accommodate the growing demand, specifically during Prime Time booking hours.
- We opened our courts to St. Marten's Highschool. They were able to conduct their team tryouts and team practices during the early afternoon hrs towards the end of the season.
- Ran 4 Open Houses during the season.
- The Court Ambassadors we introduced during prime time hours. This enhanced the club atmosphere and in turn provided a better member experience.
- Introduced the Tennis Weekly Update - information was sent at the beginning of every week with activities and events that were to take place during the week.
- All members taking lessons or clinics at the club had to be members of the club.
- With the end of COVID restrictions, we were able to offer full day junior summer camps once again this year.

Governance – David Jarvis

Non Profit Law Requirements:

- Our current C & B's are based on the Corporations Act, R.S.O. 1990, c C38 The Provincial Government have mandated all Non-Profits transition to the Not-for-Profit Corporations Act, 2010 (ONCA) before October 18th, 2024 as of October 19, 2021, ONCA is in force The Committee developed a framework for moving to ONCA in alignment with government directives and the mandated completion date

Phase In Approach

- The Governance Committee proposed to the Executives / Directors, that we phase-in the required changes to our C & B's over a two year period The recommendation contained in the Special Resolution is the first step

Next Steps

- The work of this Committee will be archived such that the in-coming Board can pick up this C&B's work package and be productive quickly The members of the Committee will be available to help with the transition of the work we completed to the in-coming Board

Special Resolutions Vote

The motion to remove the 5 Directors and reduce the board down to 10 members was moved by Dan Dukaczewski and Mark moody seconded. All in favour.

Questions From Members

Questions were raised about the value of hosting tournaments. There was a short discussion about the importance of tournaments and its benefits. A suggestion was raised that the club should figure out a way to entice more members to participate and improve communication about these events. There was also the suggestion of reducing lessons during tournaments to make more courts available for members. The discussion then moved onto our competitive teams and the need for better communication and organization in the future.

Executive and Directors Nominations – Election of Candidates

Steve Mayer nominated Lindsay Wilson for Vice President, Michael Arthur seconded. Igor Knezic withdrew his nomination. All executive positions are uncontested except for President and Vice President. The candidates for President and Vice President had the opportunity to present their candidacy and were available for questions following their presentation. There were no questions asked.

Election Results

By the time of the election, there were 50 members present at the AGM. Along with 154 proxies received, a total of 204 votes were available to be accepted. Voting was done through ballots, which everyone gave back to the Secretary to count the vote.

Presidents - Total Vote Count

Cindy O'Doherty - 152

Dan Dukaczewski - 52

Vice Presidents - Total Vote Count

Lindsay Wilson - 161

Wladyslaw Lizon - 43

2023 Members of the Board

Executives

Position	Elected	Nominated By:	Seconded By:
President	Cindy O'Doherty	David Jarvis	Anastasia Karpacheva
Vice President	Lindsay Wilson	Steve Mayer	Michael Arthur
Treasurer	Eneas Silva	Robert Edmonds	Kripa Somasundaram
Secretary	Tara Marchelewicz	Neil Gador	Kevin Hendriques
Junior Development	Pawel Kapa	Patryk Kapa	Anastasia Karpacheva
Facilities	Les Banski	Gerry Geldbert	Barry Crews
Tournaments & Teams	Patryk Kapa	Anastasia Karpacheva	Pawel Kapa
Social	Neil Gador	John Leonard	Pete Gador
Membership	John Leonard	Tom Crane	Glenn Gumulka
Communications	Anastasia Karpacheva	Gary Barretto	Pawel Kapa

Meeting adjourned at 5:13pm

Chair

Secretary