



Credit Valley Lawn Tennis Club  
**2023 Annual General Meeting Minutes**  
Sunday November 12th, 2023  
Huron Park Recreation Center (Iroquois Room)

AGENDA	Speaker
Welcome	Cindy O'Doherty
Call to Order - Quorum and Examination of Proxies	Tara Marchelewicz
Matters Arising from the 2021 AGM Minutes	Cindy O'Doherty
Approval of the 2021 Minutes of the AGM	Tara Marchelewicz
President's Report	Cindy O'Doherty
Membership Report	John Leonard
Financial Report	Eneas Silva
Facilities Report and 5 Year Plan	Les Banski
Club Manager's and Communications Report	Petya Marinova
Governance	Lindsay Wilson
Special Resolution Vote	Lindsay Wilson
Questions from Members	Board
2024 Executive Slate	All Candidates
Voting and proxy ballots	Tara Marchelewicz
Scrutineers count	Tara Marchelewicz
Adjournment	Tara Marchelewicz

**Call to Order: Notice of Meeting and Examination of Proxies**

The Secretary announced that the notice of the AGM meeting was sent out via Jeggyssoft. There were twenty six (26) members in attendance at the start of the meeting and eighty nine (89) proxies received, the Secretary declared that there was a quorum and it was a duly constituted meeting of the Club members.

The meeting started at 4:08pm.

**Matters Arising from the 2022 AGM Minutes**

The 2022 AGM Minutes were sent out via email to the entire membership prior to the 2023 AGM for review.

- Wladyslaw Lizon asked why a number of issues that were brought up during last year's AGM were omitted from the minutes ( for example: the mandatory yearly financial audit for non-profits)
  - Lindsay and Eneas responded: the minutes were summarized to the best of our ability, it was a very chaotic meeting; this is the opportunity to supplement/amend the minutes
- Dan Dukaczewski - issue with elections - votes were counted outside of the meeting room due to the booking time coming to an end, thus are technically null and void. The process was wrong - results were shared the next day. For next time the vote should be done with scrutineers and done more properly.

2022 AGM Minutes to be amended as stated above and approved thereafter:

- Motion proposed by Dan Dukaszewski, seconded by Ron Mitchell
- All in favor, 1 opposed
- **Motion passed**

### **President's Report by Cindy O'Doherty**

*"Thank you all for taking the time out of your busy day to join us as we give you an overview of FY 23 at Credit Valley Lawn Tennis Club....Thank you all for making this past year as successful as it was. To the many volunteers we appreciate your willingness to give your time and service it is greatly appreciated. Your support of CVLTC allows us to continue to fulfill our mission and serve our membership/people in our community each year. We hope you all enjoy a wonderful winter season of tennis, and very much look forward to another year together at Credit Valley Lawn Tennis Club in 2024!"*

### **Membership Report by John Leonard**

Highlights: Lots of nice things said, how friendly our members are, highlights the BBQ during the ITF, many people said it was the best one

- 782 members total ; revenue \$179,910 ; guest fees \$3,960

NUMBER OF MEMBERS			MEMBERSHIP BREAKDOWN		RENEWAL	
2023	2022	2021	Adult	432	Renewed	485
782	755	600	Family	88	Not Renewed	270
REVENUE (tax included)			Couple	105	New Members	297
2023	2022	2021	Young Adult	27	RESIDENCE	
\$170910.00	\$148,020.00	\$124204.00	Jrs.	26	Mississauga	Other
GUEST FEES			Young Jrs.	104	596	186
2023	2022	2021	MEMBERS BY AGE			
\$3960.00	\$2602.80	\$3165.00	Under 12	125		
			12-17	51		
			18-24	22		
			25-34	92		
			35-44	124		
			45-54	126		
			55-64	124		
			65+	114		
			AVERAGE AGE			
				37		

### **Financial Report by Eneas Silva**

- Generated record revenue this year by 12%
- Afforded extra expenditures ( court staff, Quickbooks, CPA audit)
- Higher revenue for tournaments - with 1 tournament less than last year
- Cash balance \$188,823.03 end of November

#### **Questions:**

- Ron Mitchell : request for future AGMs :attach the year's budget to financial statements shared with members ;
  - this year the board will distribute/share 2023 budget with 2023 minutes
- Ron Mitchell - Where does the gardening budget fall (under/over)?
  - response under the maintenance category, and were under budget this year
- Wladyslaw Lizon - the AGM meeting needs to take place after the end of the financial year, because one of the main tasks of the meeting is to approve the financials and results of the audit.
  - This will be a discussion for the board for next year and may have to be voted on by members (special resolution)

### Credit Valley Lawn Tennis Club Profit and Loss

	January - October, 2023 Total	January - December 2022 Total
<b>INCOME</b>		
Membership Income	156,234.93	135,240.60
Tournament and Other Income	43,437.06	41,946.20
City Grant	10,000.00	10,000.00
<b>Total Income</b>	<b>\$ 209,671.99</b>	<b>\$ 187,186.80</b>
<b>GROSS PROFIT</b>	<b>\$ 209,671.99</b>	<b>\$ 187,186.80</b>
<b>EXPENSES</b>		
Annual Court Preparation and Maintenance Expense	30,864.00	25,422.58
Clubhouse Maintenance	8,164.17	8,118.75
Court Care Ambassadors	18,007.08	1,038.05
Pro Salary	30,000.00	38,907.00
Capital Expenditure Plan (5-year plan)	13,508.26	0.00
Tournament Costs	23,893.14	26,914.52
General Administrative Expenses	25,305.05	10,410.06
Social and Community	6,719.96	10,522.20
Utilities, Court Materials and Misc.	5,206.38	10,192.82
<b>Total Expenses</b>	<b>\$ 161,668.04</b>	<b>\$ 131,525.98</b>
<b>OTHER EXPENSES</b>		
Refunds of memberships and fobs	1,809.73	1,230.00
<b>Total Other Expenses</b>	<b>\$ 1,809.73</b>	<b>\$ 1,230.00</b>
<b>PROFIT</b>	<b>\$ 46,194.22</b>	<b>\$ 54,430.82</b>

### Credit Valley Lawn Tennis Club Balance Sheet

	As of October 31, 2023 Total	As of December 31, 2022 Total
<b>Assets</b>		
Current Assets		
Total Cash and Cash Equivalent	\$ 187,829.03	\$ 113,887.01
Total Accounts Receivable (A/R)	\$ 10,000.00	
Uncategorized Asset	0.00	-47.55
<b>Total Current Assets</b>	<b>\$ 197,829.03</b>	<b>\$ 113,839.46</b>
<b>Total Assets</b>	<b>\$ 197,829.03</b>	<b>\$ 113,839.46</b>
<b>Liabilities and Equity</b>		
Liabilities		
Current Liabilities		
Total Accounts Payable (A/P)	\$ 31,406.84	\$ 3,955.00
Total Credit Card	-\$ 45.18	-\$ 550.27
HST Payable	5,743.40	
<b>Total Current Liabilities</b>	<b>\$ 37,105.06</b>	<b>\$ 3,404.73</b>
<b>Total Liabilities</b>	<b>\$ 37,105.06</b>	<b>\$ 3,404.73</b>
Equity		
<b>Total Equity</b>	<b>\$ 160,723.97</b>	<b>\$ 110,434.73</b>
<b>Total Liabilities and Equity</b>	<b>\$ 197,829.03</b>	<b>\$ 113,839.46</b>

### Facilities Report & 5 Year Plan by Les Banski

- No major breakdowns or replacements - a low profile 101st year, but starting to feel the age
- This year we replaced the shingles of the roof over the kitchen, it was a struggle because the city was planning to change it in 8 years despite leaking
- Landscaping thanks to Danielle and her volunteers, results are beautiful
- Courts - put in more windscreens, tidy them up, new tools to help with the maintenance issues

- 5 year plan updates :
  - 2023
    - New furniture - bought tables, chairs, umbrellas, loungewear, staffing increased, net post replacement - to start this upcoming week, should be done by next spring.
  - 2024:
    - Basement - starting it and by spring should have an architectural overview. No contractors want to start until we have that. Goal is to have it completed by the time we open for 2024.
    - Practice wall - minimal updates, tightens the netting
    - *Looking for some reasonably priced court furniture.*

### Questions

- Dan D- (1) bathroom : what is the foundation? & (2) heads up for gardening - they are repurposing the plant materials for the burnhamthorpe bridge so see if you can get
- W.L. offered to volunteer to help with the basement
- Ron mitchell - does the club still have a working operations agreement with the city?
  - Yes but the city only deals with exterior restoration to the original building scope.
- Humza - is the city part of the 5 year plan (financially) or is it all in house?
  - no the city is not involved in this, they are very picky/specific about what they will take responsibility for. Is the 5 year plan fully cost out? The 5 year plan was a general project presented with the goal to save 30,000/year against capital projects. We are behind but not because we didn't want to but because of timing, for example with the net posts the contractors kept refusing to do it.
- Ron mitchell - what's their warranty\*(?) policy on net posts? -
  - Top Spin won't engage in those conversations

### Club Manager Report by Petya Marinova

- Increased participation of events
- Tournaments - 3 this year in addition to club championships - positive feedback
- ITF - surpassed success from last year
- Adjusting morning round robins to accommodate members
- New court maintenance strategy: Moving ahead we are focusing on finding the right balance to maintenance and giving our members as much play time as possible

### Teams Report

- 2x B Division Teams, 1x Senior B Division Team, 1x C Division Team
- **Thank you to our Captains:**
- B1 Team: German Cardenas & Eneas Silva B2 Team: Neil Gador & Kevin Ravindran C Team: Bilal Khawar & Andrew Leonis Senior B Team : Les Banski
- German's B Team won the division and lost in the quarterfinals of the play-offs, Neil's B Team finished 5th in the division, The C Team finished 2nd in the division, lost in the quarterfinals of the play-offs
- **Senior B Team won the Championship!**

### Governance by Lindsay Wilson

Non Profit Law Requirements: Ontario Not-for-profit Corporations Act (ONCA) sets out how not-for-profit corporations are created, governed and dissolved in the province of Ontario

- ONCA has required all not-for-profit entities to ensure that by Oct 2024 their constitution and by-laws follow a required standard set by ONCA
- Credit Valley Lawn and Tennis Club utilized ONCA's own template for not-for-profit corporations to use to ensure they respect the required standards along with advice from lawyers and governance specialists

### Key characteristics of the proposed Constitution & By-laws:

- At least 7 directors will be elected annually by the membership into non-paying roles Financial board can establish bank accounts and oversee cash flow of the Corporation Fiscal year end is December 31st Officers: Board appoints a Chair, President, Treasurer and secretary Membership: Enrolment process of becoming a member is established and maintained by the Board Termination of membership for violating provisions of the articles or by-laws and ultimately managed by the board
- Member's Meetings: Annual meeting to be set by the board each year and to provide agenda, prior meeting minutes, financial statements, election of directors and any additional special business identified in notice Special meetings can be called with 10% of the membership requesting such
- Quorum is 20 members in person or proxy
- Adoption of By-laws: January 1, 2024
- Policy Framework: Rules for day-to-day operations, membership, member conduct, etc. will be governed by a subordinate Policy Framework document developed, maintained and approved by the Board
  - The Board will work with current Club Rules and Code of Conduct to make amendments

### Questions

- Ron Mitchell: clarifying questions about who are the directors vs the Board Executive
  - response: no longer split roles as of last year (director positions eliminated).
- Dan D: who is allowed to vote
  - response: vote includes everyone who is a member except for Petya
- W.L.: proposed bylaw is incomplete - it's just a copy of the template. The by laws should state stuff like voting rights, how to become a member. How did you get 7 directors?
  - The form that's been used has been taken from a template and through a process of customizing to meet our needs. Yes generally, that is the intention to keep it simple. The flexibility is built into it.

David Jarvis motions to pass the **special resolution**, Margaret Lansens seconds.

- 1 against (W.L.), All others in favor.
- **Motion passed.**

### Member Questions

- Ron Mitchell - presented suggestion/motion for doubles - move that any round robins be no earlier than 10:30am. All round robins max out at 1.5 hours play. All day time round robins should be organized by the club not special interests groups and restricted to 2 courts only.
  - Board Executive to consider this suggestion
- Frank V - tournaments are they assigned to us or sought out ?
  - OTA - looks for clubs willing to run these tournaments; the ITF is ours indefinitely.
- Has the club in the past had a sponsor?
  - We are always looking for additional sponsors
    - Yasmin - can you put a list of what's required for these sponsors so that we members can help? A sponsorship package.
- Wally - issues:
  - 5.0 doubles - it should be offered to other members.
  - Teams - should be cut down to maximum 1. Already have the house league and don't see any benefits other than taking away court time from members.
  - Conflict of Interest - the club director and club manager position should be split
  - Private lessons - should go through the club and the club should take some of the money
  - Legal issues - club required to do filing such as change of board of directors, financials etc

- **Response** - we would appreciate a lot of these concerns being raised throughout the season as they come up. We noted all your concerns. We have many people taking lessons who buy our memberships solely to take the lessons and don't take any court time. We have gotten a lot of great positive feedback about these organized programs. We need to find a balance of all these things.
- Kevin - can we open the club until 11pm?
  - The city requires us to shut off the lights by 11pm & have to consider/balance maintenance
- Humza - noting interest wording on "special interest groups" not helping to push the discussion further.
  - Each club has their own mix of programming etc.
  - Kevin H - agrees that it is exclusionary.
    - We have a mix of round robins to cater to different levels.
- Dan D - lots of people leave each year because they don't get enough court time.
  - Michael Senn went on a search for why we had 30% leaving each year on average and most of the answers were too hurt or too old. Many new members rely on organized programming.

### **Executive and Directors Nominations : Election of Candidates**

No last minute nominations/contestants & No oppositions. *All candidates voted in as listed.*

#### **2024 Members of the Board**

POSITION	NAME	NOMINATED BY	SECONDED BY
<b>President</b>	<b>Cindy O'Doherty</b>	Michael Senn	Marg Lansens
<b>Vice Prseident</b>	<b>Tara Marchelewicz</b>	John Leonard	Kevin Henriques
<b>Secretary</b>	<b>Chiara Di Lorenzo</b>	Donne Delvecchio	Maurise Beaulieu
<b>Treasurer</b>	<b>Eneas Silva</b>	Krip Somasundaram	Greg Ripton
<b>Communications</b>	<b>Anastasia Karpacheva</b>	Neil Gador	Pawel Kapa
<b>Membership</b>	<b>John Leonard</b>	Tom Crane	Neil Gador
<b>Social</b>	<b>Mark Chandy</b>	Eneas Silva	Cindy O'Doherty
<b>Teams/Tournaments</b>	<b>Jaylene Shapansky</b>	Marg Lansens	Chiara Di Lorenzo
<b>Facilities Manager</b>	<b>Les Banski</b>	Rhett Blair	Gerry Andrenacci
<b>Junior Development</b>	<b>Pawel Kapa</b>	Patryk Kapa	Monica Zejmo

Meeting adjourned at **6:08PM**

Chair

Secretary

Tara Suzanne Marchelewicz