



**DRAFT NOTES OF TBCTC EXECUTIVE**

July 20, 2021

1830 to 2020 hours (630 to 8:20 p.m.) (EST)

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**Members:**

President	Mark Facca
Vice-President	Kristine Thompson
Treasurer	Hao Luu
Publicity	Casey Roberto
Social	Keltie MacDonald
House and Grounds	Tudor Nisioiu
Tournament	Carolynne Paddington
Member-at-Large	George Derbyshire
Member-at-Large	Carly Fuchihara Kitchener
Member-at-Large	Craig Stanley
Member-at-Large	Jason Horychuk
Member-at-Large	Frank Potestio
Member-at-Large	John Coccimiglio
CoTB Representative	Paul Burke

**Regrets:**

TBCTC Head Pro	Brendan Boudreau
Junior Development	Cindy Kaplanis
Secretary	Alyssa Ryder-Williams

**Guests:**

TBCTC Assistant Pro	Gianni Mascarin
TBCTC Assistant Pro	Nick Littlefield
	Various TBCTC Members

## DECISIONS & ACTION ITEMS:

1.0	<p>Call to Order</p> <p>The meeting was called to order at 1830 hours.</p> <p>The Agenda was adopted as presented.</p>
2.0	<p><b>Staffing Concerns (Nick, Gianni, Hao)</b></p> <p>Staffing concerns were brought forward by Nick and Gianni relating to the Executive decision to allow Force coaches to teach private lessons at TBCTC.</p> <p>A general discussion took place – The discussion involved contracts that were offered to the assistant pro's, as well as a brief historical timeline as to what transpired over the past few months.</p> <p>No motions were revisited; however, some benefits of having additional coaches were discussed, both speaking directly to Force coaches and assistant pro's being able to teach private lessons, without being hired as assistant pros for the TBCTC.</p> <p><b>ACTION: TBCTC Executive to evaluate the model over the winter months for next season.</b></p>
3.0	<p><b>Approval of the Minutes (Mark)</b></p> <ul style="list-style-type: none"><li>a) June 21, 2021 – Minutes are not prepared, deferred</li><li>b) June 29, 2021 – Minutes are not prepared, deferred</li></ul> <p><b>ACTION: Mark to reach out to Elissa and ensure minutes are prepared for the next meeting for approval.</b></p>
4.0	<p><b>Existing Business</b></p> <ul style="list-style-type: none"><li>a) Indoor Tennis Update (Kristine)</li></ul> <p>A general update was given. A membership survey will be distributed to the Executive and then the membership in the near future. This is very time sensitive as the survey will collect information on the support of indoor tennis and various related questions that will help with the indoor project progress.</p> <p>A Fednor application is currently being developed and will be submitted shortly.</p> <p>The ToR for the indoor committee will need to be developed by the TBCTC Executive. It was recommended that there is an open door policy to indoor meetings similar to TBCTC Executive meetings.</p> <p><b>MOTION: THAT the executive approve up to \$735 to outsource the survey to Shout Media, an unbiased 3<sup>rd</sup> party to facilitate the distribution to members &amp; collate data/present back to executive.</b></p>

**Moved by:** Kristine Thompson  
**Seconded:** Carolyne Paddington  
**CARRIED.**

**ACTION:** Carolyne and Carly to assist in the development of a ToR for the Indoor Committee.

b) Constitution (Mark)

A report was provided – There is a working group looking at updating the constitution. They plan on bringing forward a draft for approval to the next Executive Meeting as any changes to the constitution need to be provide to the members 28 days in advance of the AGM which is tentatively scheduled for September 12, 2021.

c) Code of Conduct (Mark)

Draft Code of Conduct was provided in the meeting materials. It was discussed that a version code be added to the document as these types of documents should regularly be reviewed by the executive.

**MOTION:** THAT the TBCTC Executive Approve Version 1.0 of the Code of Conduct

**Moved by:** Carolyne Paddington  
**Seconded:** Craig Stanley  
**CARRIED.**

5.0

a) First Aid Training (Kristine)

A report was provided – It was discussed the importance of having trained staff on the courts at all time. The executive agrees that you can't put a price on the safety of our membership. It was decided that Executive members who want to participate in the course should cover their own costs but the executive would cover the staff costs. The CoTB has a budget for these type of expenses; however, that needs to be accessed at the beginning of the fiscal year.

**MOTION:** THAT the TBCTC Executive Approve up to 10 staff/Force Coaches to attend the First Aid Training Course

**Moved by:** Kristine Thompson  
**Seconded:** Craig Stanley  
**CARRIED.**

**ACTION:** TBCTC to reach out to CoTB in February/March of next year to look into training.

b) House and Grounds Update (Tudor)

A general update was provided. Lights were deferred until a decision on the Indoor Project. Ball Machine is a 'hit' with the members. Court booking system is working well. Some troubles with booking lessons, a reminder will be sent out through the newsletter

**ACTION: Include lesson booking assistance and reminder in the next newsletter.**

c) Force Update (Kristine)

A general update / report was provided. Further to the report, Force coaches Brad and Ysabel were able to introduce themselves to the executive and give update about the Force progress to date.

d) Communications Update (Casey)

A general update / report was provided.

e) Website Update (Kristine)

A general update was given, Marcus is becoming very proficient with the website and there has been plenty of positive reinforcement from the membership. There is still additional work to be completed and the resources set aside have diminished.

**MOTION: THAT the TBCTC Executive Approve up to \$1,500 to continue to support the website contract.**

**Moved by: Kristine Thompson  
Seconded: Tudor Nisioiu  
CARRIED.**

**ACTION: Mark noted that these type of expense items should be presented in an overall budget that is presented to the membership at the AGM – This will be the responsibility of Hao to present at the AGM.**

f) Nominations Committee (Mark)

The TBCTC Executive is charged with meeting the mandate of the constitution. A nominations committee must be formed to ensure meet those expectations. Casey, Tudor, Carly were appointed to the committee.

g) Staffing Committee (Hao)

An update was given – There was some concerns related to private lessons occurring on the TBCTC courts. The executive agreed this falls under Brendan's leadership and should he need assistance, the staffing committee would be happy to assist.

d) AGM Date (Mark)

It was determined that the AGM should fall during the Fall Classic – This will be communicated in the newsletter.

**ACTION: Include the AGM Dates in the next newsletter.**

6.0

**Adjournment and Next Meeting Date**

The meeting adjourned at 2020.

The next meeting date will be on August 10, 2021 @ 6:30.