



DRAFT NOTES OF TBCTC EXECUTIVE

September 21, 2021
1830 to 1953 hours (630 to 7:53 p.m.) (EST)

Members:

President	Mark Facca
Vice-President	Pasi Pinta
Treasurer	Deb Rosnow
Secretary	Jason Everett
Social	John Coccimiglio
Publicity and Media	Pepe Garieri
House and Grounds	Nick Littlefield
Member-at-Large	Sheila D'Amore
Member-at-Large	George Derbyshire
Member-at-Large	Jeff Leduc
Member-at-Large	Gianni Mascarin
Member-at-Large	Frank Potestio
Junior Representative	Marcus Grillo
CoTB Representative	Paul Burke

Regrets:

TBCTC Head Pro	Brendan Boudreau
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Guests:

	Various TBCTC Members
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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> <p>Mark stated a potential conflict as he reports to 3 doctors on our board. There were no concerns raised by the Board.</p> <p>Marcus Grillo was approved to be our Junior Representative for 2022</p>
2.0	<p>Approval of the Minutes (Mark)</p> <p>a) The minutes of the August 29, 2021 meeting were approved</p> <p>Moved by: George Seconded by: Frank CARRIED</p>
3.0	<p>Existing Business</p> <p>a) CoTB Role: Paul Burke</p> <ul style="list-style-type: none">reminded us that the city owns the land and permanent assets and does the major capital work <p>b) CoTB-TBCTC Letter of Understanding: Paul Burke</p> <ul style="list-style-type: none">City doesn't interfere in our corporate governanceAs our partner, the City supports our operationsHas submitted for capital items 3 years running for lighting, court 1 repair (ongoing) and court resurfacing (next year)TBCTC pays repairs and maintenance \$250 and underCity and TBCTC each pay 50% on repairs and maintenance from \$250-\$1,000, haven't adhered to that as city has been paying, may change in next AgreementCity owns land therefore pays for insurance on building, we pay for liability insurance and insurance for directors and officersTBCTC agrees to cooperate with Community Services Board in promotion of tennis without discrimination to people of all ages, abilities, levels and backgroundsCity won't monitor rates and fees in new AgreementTBCTC convenes AGM, handles cleaning and sanitation, provides financial statementsTBCTC can't make major alterations without City's approval (eg gazebo)TBCTC can't sublet or sublease without City's approvalTBCTC provides account of programsTBCTC needs to close by ThanksgivingTBCTC responsible for furniture, post office box, Bell Telephone,A contingency and reserve fund fund was established for purpose of additional funds to assist in financing of capital improvements like lighting and resurfacing

- TBCTC does minor maintenance like lawn maintenance, windscreens, lawn mowers, squeegees, office supplies, misc. equipment
- TBCTC holds a review with the Community Services Department at the end of the year

Paul added: Proof of Vaccination needed to use clubhouse if not for washroom use or to purchase merchandise.

Action Item: Mark asked Paul to send Proof of Vaccine Program. He will pass along to Brendan.

Lighting:

Pasi asked about the lighting situation and the possibility of LED. Paul replied the City must be mindful of the Indoor Project. It may be tendered in February.

Pasi asked about lighting maintenance. Paul will touch base with the electrician regarding the issue of the breakers.

Action Item: Pasi to follow up with Paul on this

Grants: Mark

c) TBCTC's Community, Cultural and Community Fund Project

In 2020 we applied for funding for a Train the Trainer Program, have \$7,500 unused due to pandemic. Paul needs a letter from us to access it.

Action Item: Mark will prepare a letter requesting an extension of the funds for 2022.

d) NOHFC #8100506TBCTC (\$1M)

The grant looks promising.

e) Fednor (\$500k)

Applied a month ago, should hear back in 30-60 days

f) Community Building Fund (\$500k)

Indoor Committee has plans to work on it, due at end of September. The executive supported Mark to pursue to application as was done with the Fednor application.

Action Item: Mark to work with Indoor Committee appointees and submit the Community Building Fund prior to the September 29th deadline.

g) Court Resurfacing

Mark: The CoTB has indicated they hope to do acrylic by June or of 2022. It would be beneficial to the members if we could resurface ½ the courts at a time like in prior years.

4.0

New Business

a) Collaboration Platform

Pasi said we need a platform for threaded, asynchronous conversations. He presented various options and recommended ZOOM for video conferencing and the free version of Slack for asynchronous communication. We all agreed and Pasi will help get us up to speed.

b) Indoor Committee Report

Dave Heroux compiled and summarized the survey results and they are on our website. The Pickleball community, Loon Lake and Amethyst players will be surveyed soon.

Project Manager Search

Motion: The TBCTC create an ad-hoc Product Manager (PM) search committee to be comprised of 3 members, two from the Executive and one from the Pickleball Association. The committee is to be chaired by the VP of the TBCTC. The PM search committee is charged with the responsibilities of creating and defining the job description and terms of reference for an indoor facility PM, establish suitable remuneration parameters with market conditions, and search, interview and make a recommendation of the satisfactory candidate for the Executive.

Moved by: George

Seconded by: Deb

CARRIED

Pasi and Pepe agreed to join this committee

Action Item: Pasi will reach out to the Pickleball Association

c) Safeguarding Certification

Mark brought forward the request for safeguarding certification and noted that we should implement this for the 2022 season to protect our members and any individuals participating in TBCTC programming.

Motion: Be it resolved the TBCTC requires tennis professionals, coaches and instructors hired or rehired as of the 2022 season possess a safeguarding Certificate as advocated by Tennis Canada and the Tennis Professionals Association.

Moved by: George

Seconded by: Frank

CARRIED

d) Tournaments and Draws

A couple concerns were raised regarding tournaments and draws. This will be kept confidential and a committee will be formed.

Pepe wants to set up a Conflict Resolution Committee to handle formal complaints. The accused should have the opportunity to reply and launch counter complaints in cases where they were falsely accused without substantial evidence. A discussion took place about a Harassment Policy and Disciplinary Action Policy, along with the formal complaint process.

The members who will join this subcommittee are: Pepe, Pasi, George, Frank and Brendan They will meet in camera.

Action Item: Mark has a draft policy and will circulate it to the committee members for fine tuning.

Tournaments:

Mark: A transparent process is very important
Pepe: The OTA has a draw making tool we can use

A subcommittee with Gianni, Nick, Chris H and Deb will be formed to work on this and make recommendations.

Action Item: The subcommittee will come back and report in a few months with the expectation that a process will be passed by the Head Pro and Executive prior to the 2022 season.

Fall Hours:

Deb: Several members have asked if we'll open the gates after the official closing
Paul: Clubhouse must close by Thanksgiving before the freeze, but we can use courts after as long as porta potty there
Gianni asked Paul if we can open the clubhouse for the AED, Paul said yes.
Pepe said volunteers should have first Aid and Vulnerable Sector check
Frank: This could be a liability issue
Paul said clubhouse access controlled but many gate keys out there, may have to change locks next year
Mark: We want to play but can't violate laws
Deb: Make a list of who plays and if can volunteer
Gianni: Use court booking system perhaps
Deb: Can look ahead at weather and adjust hours

Action Item: Deb, Pasi and Jason will work on a solution to this

5.0

Adjournment:

Deb moved to close at 7:53