



DRAFT NOTES OF TBCTC EXECUTIVE

November 2, 2021
7:00 to 8:00 p.m. EST

Members:

Position	Name	Present
President	Mark Facca	√
Vice-President	Pasi Pinta	√
Secretary	Jason Everett	√
Treasurer	Deb Rosnow	√
Communications Officer	Pepe Garieri	√
Social	John Coccimiglio	√
House and Grounds	Nick Littlefield	√
Member-at-Large	Gianni Mascarin	√
Member-at-Large	Jeff Leduc	<input checked="" type="checkbox"/>
Member-at-Large	George Derbyshire	√
Member-at-Large	Frank Potestio	√
Member-at-Large	Sheila D'Amore	<input checked="" type="checkbox"/>
TBCTC Head Pro	Brendan Boudreau	√
CoTB Representative	Paul Burke	√
TBCTC Junior Representative	Marcus Grillo	√

DECISIONS & ACTION ITEMS:

1.0

Call to Order

The meeting was called to order at 1904 hours.

The Agenda was adopted as presented.

2.0

Approval of the Minutes (Mark)

The minutes of the October meeting were approved.

Moved: Deb

Seconded: George

3.0

Existing Business Reports

Treasurer's Report (Deb)

- Working on the bookkeeping.
- Needs info on the sponsors of Force Academy and needs the amounts of the sponsorships and by whom
- Needs the mailbox key
- Will give formal report next meeting
- Mark wants a budget put forward for approval purposes to membership and financial statements after fiscal year end
- Deb filed HST, expected rebate

Actions Items:

1. Get sponsor info
2. Get mailbox key
3. Give formal report next meeting
4. Budget put forward after fiscal year

Communication Report (Pepe)

- Online platforms should be set up using TBCTC's credit card
- Personal cards shouldn't be used

Action Item:

1 .Put a motion forward to use the TBCTC credit card for all online platforms next meeting

Social Report (John)

- Nothing to report

House and Grounds (Nick)

- Nick and Brendan will assess windscreen situation
- Nick learned Ramone Verardo, a member and teacher at St. Pats, can get students there to build us a wooden gazebo for cost of materials

Action Items:

1. Report back on windscreen situation
2. Nick will talk to Ramone in December and report back

Indoor Report (David)

- David met with the Project Manager (PM) Search Committee, Pasi and Pepe, on Oct 27
- there are two directions for hiring a PM:
 1. hire an existing engineering firm with their own PMs
 2. recruit a PM ourselves and they'd be responsible for managing all aspects, a very intensive position

Grant Updates

NOHFC

TBCTC	550k
City	1.5M
Total	3.05M

David discussed key timelines:

Key Date:, NOHFC wants us done by **November 2022**

David gave a project summary

Gianni asked if we'll still get the grant if we move the project to the north side. Dave said NOHFC has an amendment process we must follow.

Frank asked if the clubhouse can be expanded beyond its existing size.

David said it will be winterized and we have to consult an engineer before any work is done.

David gave a summary of costs:

All-in cost; 3.05M \$

Where is the money to come from?

NOHFC	1.0M
City	1.5M
TBCTC	0.505M
Total	3.05M

David gave a recommendation:

Every member of the Executive should read the NOHFC Agreement.

It is detailed but we must know the nuances. He also listed some items of importance to be aware of:

- financial and progress reports
- permits, licenses, approvals and authorizations
- notify NOHFC of any changes
- adequate insurance
- meet city's requirements to get 1.5M
- competitive process for third party suppliers

Davis recommends that one person from the Indoor Committee (IC) have the responsibility to be the primary contact with the NOHFC. They would be responsible for keeping the NOHFC updated on all developments of the project, would be responsible for all reporting, requests for funds, change requests and annual filings as outlined in the Agreement between the city and the TBCTC dated April 29, 2021.

David recommended the person taking the position should have experience working with the government. David recommended Charlene

Action Item:

Talk to Charlene and next meeting discuss this further

Pasi asserted the role of the PM is not to manage the construction party as the contractor will have their own PM. Our PM will complement the construction and focus on the reporting side.

FEDNOR

- submitted a \$0.5M request, is pending but initial response is favorable
- should hear back sometime in December

Ontario Trillium Building Fund

- feedback shows the preliminary application was unsuccessful

Survey Results Update

- TBCTC survey received 179 replies: 99 adults, 51 seniors, 26 families and 13 juniors would support an indoor facility
- 30 players from Amethyst would support it as well
- Pickleball hasn't distributed their survey yet

Pickleball

- David says pickleball (PB) expects 2 exclusive courts and one hybrid tennis/pickleball court for a total of 6 PB courts
- Pasi: only 40 players were willing to pay right now
- David: PB needs to survey their members and show numbers

City of Thunder Bay Letter of Understanding

We have two options:

1. Bubble 4 existing (courts 2-8) and add two courts on either side
2. Build and bubble 6 new courts on the north side

Kelly Robertson, General Manager Community Services, City of Thunder Bay, prepared a 13 point "Proposed Next Steps" template, The key takeaway is we need to get a site plan by an engineer to see if the north land is available. We have a quote for this and need an updated capital estimate from JML.

David put forth two motions:

1. TBCTC put forth the expenditure of up to \$3,000 for JML Engineering to complete a complete site plan as outlined in the City of Thunder Bay's Recommended Action Steps to Advance Alternative Project Concept (North Side). For clarity, the north side option is lands located north of existing courts 1,3,5,7,9.

Moved by: Pasi

Seconded by: Deb

Passed

2. That the TBCTC approves the quote by JML of \$2,400 to prepare a construction cost estimate for a 6 court North Side option. For clarity, the north side option are lands located north of existing courts 1,3,5,7,9

Moved by: Pepe

Passed by: Pasi

Passed

4.0

Tournaments and Draw Guidelines

Gianni, Deb, Nick, and Chris H met and also added Leanne to the committee.

Action Item: will meet in person and get back to us next meeting

Dispute Resolution Policy

The committee worked on a policy to handle recent complaints and will determine if they want to adopt it going forward.

Indoor Committee Terms of Reference (ToR)

The ToR was created by feedback from the IC and was vetted by Mark and David. The IC will make recommendations to the Executive and are a working committee composed of 7 members from the TBCTC, 3 from PB and 1 Chair.

Motion: Accept the ToR

Moved by: Pasi
Seconded by: Deb
Passed

Indoor Racket Sport Committee Membership Composition

A discussion was held regarding the composition of the Indoor Committee. Some argued for continuity of members and the importance of skill sets. Others argued that the new board needs to have representation as they are held responsible. Pasi asserted we can maintain continuity by allowing present IC members to continue on subcommittees.

In the end the following people were voted in as the TBCTC members of the IC:

David Heroux (Chair) Charlene Dulacka, Jason Everett, Pepe Garieri, Pasi Pinta, Deb Rosnow, Bryan Scott

Mark Facca and Brendan Boudreau will serve as ex officio members

Pickleball will have three members

Mark reminded us guests can be invited to IC meetings

Executive Terms

	The new Constitution has rotating 2-year terms. As this is the first year, we need six members to serve one year terms. They are: Mark, Pepe, Jeff, Frank, Nick and Jason
6.0	Adjournment The meeting went in camera at 2105 hours Moved: George seconded: Frank