

Caledon Tennis Club

Caledon Village, Ontario, Canada

EXECUTIVE COMMITTEE MEETING November 21, 2009

MEETING REPORT

LOCATION: Caledon Village Place

ATTENDED BY: Bob Crease, Terry Lawrence, Catherine MacLennan, Mike Proudlock, Rob Routliffe, Tim Weichel

REGRETS: Willie Grove, Diana Hollister, Sharon Meister, Phil Staite, Sean Smyth, Les Thoms, Rose Weyer-Keller

Any omissions or errors in these notes should be forwarded in writing to the author immediately.

Item	Discussion
1	Financial Report <ul style="list-style-type: none">Moved receipt of Financial Report and thanks to Bob Crease by Mike Proudlock, seconded by Tim Weichel. CARRIED50% of tournament revenues to be donated to Gray Foundation, with a review after one year
2	Registration <ul style="list-style-type: none">Cheque and cash flow<ul style="list-style-type: none">Membership payments to be deposited as soon as possible; process for receipt and deposit to be streamlinedOption to pay membership online through PayPal to be investigated by Rob RMembership:<ul style="list-style-type: none">Treasurer/Membership Coordinator to manage Master List"how did you learn about the club?" question to be added to Membership Application - BobMembership survey to be continued/available via website – Mike/TerryMembership promotion:<ul style="list-style-type: none">Should engage Welcome Wagon to distribute information - TerryGroup Page to be established on Facebook – Mike - completedEmails/other communication to be increased to improve communication with membership – Mike/BobInvestigate using information@caledontennisclub.com for incoming and outgoing emails – Mike/Rob/WillieExamine potential of including lessons with membership - TimAdditional ideas to be compiled - TimLate fees:<ul style="list-style-type: none">Early membership fee to be discountedRates (including late rate and cut-off dates) to be determined by 2010 Executive Committee
3	Club Pros <ul style="list-style-type: none">Terry has confirmed that James Kwon will be the pro for next yearTerry to follow up with Steve Gibson re/ payment to CTC for lessonsArrangements/agreements with club pros to be regularized, including written guidelines and procedures (including requirements for security checks) – Terry, Bob & Willie
4	Facilities <ul style="list-style-type: none">Three new windscreens required – Rob to investigateTwo new nets required – Rob to investigateTown has braced south fencing, removed bushesAgreement required with Town of Caledon to resurface all four courts, based on 50% contribution from Town of Caledon – application is pending

5	<p>Sponsorship</p> <ul style="list-style-type: none"> • Terry to liaise with Fran Livingston and Linda Clumpus re/ continued Outback sponsorship • Outback acknowledgement has been added to CTC website • Free membership to Fran and Linda to be continued as additional recognition • Tim will look at other ways to raise money via sponsorship
6	<p>Other Business</p> <ul style="list-style-type: none"> • Wall plaque with engravable plates to replace take-away trophies for Club Championships - Terry • 2010 Executive Committee meetings to be quarterly (recommendation to 2010 Executive Committee) • Constitution and by-laws to be distributed to determine if amendments required • Next meeting: February, 2010 (new Executive Committee) <p>Minutes prepared by Mike Proudlock</p>

Action Items

#	Item	Assigned to
1	Option to pay membership online through PayPal to be investigated	Rob R
2	“how did you learn about the club?” question to be added to Membership Application	Bob
3	engage Welcome Wagon to distribute information	Terry/Tim
4	Group Page to be established on Facebook – Completed	Mike
5	Emails/other communication to be increased to improve communication	Mike/Bob
6	info@Caledontennisclub.com address – review ways to include and redirect. Also “from”	Mike/Willie/Terry
7	Review of options to improve membership along with raising \$ for sponsorship	Tim/Terry
8	Wall plaque with engravable plates to replace take-away trophies	Terry
9	Terry to talk with Outback to explain new process and better communication	Terry
10	Three new windscreens required	Rob
11	Understand Sponsorship on the website –Terry to discuss with Phil Sponsors Mixed Dbls	Terry/Phil
12	Terry to work with Willie to formulize the teaching pro arrangements (document)	Terry/Willie
13	Formalize the expectations for Outback – keys, rates, etc	Terry
14	Terry to discuss with Willie the mailing arrangements with Rob M – application – was \$565 net of production costs or did Rob M cover that?	Willie
15	Terry to obtain signatures – Royal Bank account	Terry