

# Caledon Tennis Club

Caledon Village, Ontario, Canada

## EXECUTIVE COMMITTEE MEETING March 11, 2010

## MEETING REPORT

LOCATION: Bob and Joanne Crease residence

ATTENDED BY: Bob Crease, Willie Grove, Diana Hollister, Terry Lawrence, Mike Proudlock, Rob Routliffe, Phil Staite, Tim Weichel, Rose Weyer-Keller

REGRETS: Catherine MacLennan, Sharon Meister, Sean Smyth

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

Item	Discussion
1	<p><b>Update on Court Resurfacing</b></p> <ul style="list-style-type: none"><li>• On schedule: Request for Proposal to be issued mid-March with end of March closing<ul style="list-style-type: none"><li>○ Late summer/fall likely for resurfacing to take place – crack repair and resurfacing</li><li>○ Work should take approximately one week</li><li>○ Work to be funded 50% by club and 50% by Town of Caledon</li></ul></li><li>• All four courts to be resurfaced</li><li>• Will need to keep membership informed of schedule – including possible dates the courts will not be available<ul style="list-style-type: none"><li>○ If any league matches are affected, they could be treated the same as “rain out” matches</li></ul></li><li>• Quotation requested to install lights/standards on existing bases and update/upgrade lights on existing standards</li><li>• New windscreens (all courts) and nets (courts 3 and 4) are also to be purchased, if cost affordable</li></ul>
2	<p><b>Registration</b></p> <ul style="list-style-type: none"><li>• Mailing<ul style="list-style-type: none"><li>○ Mailing should go out before end of March, 2010 - <b>Bob</b></li><li>○ Unaddressed drop off mailing</li><li>○ Should include Valleywood again this year – will use results of “how did you find out” question on membership application to determine whether to do again next year</li></ul></li><li>• Sponsorship:<ul style="list-style-type: none"><li>○ Robert Maciag no longer sponsoring mailing; has been removed as sponsor on website homepage – <b>Mike to remove reference from “tennis links” page</b></li><li>○ Need to find replacement Require approximately \$500 (50% of cost)</li><li>○ most likely from Real Estate; also club members – <b>Rose to contact selected Real Estate</b></li><li>○ <b>Mike to include sponsorship check-box on updated membership application</b></li><li>○ we should develop a sponsorship package – <b>Tim/Willie/Mike</b></li></ul></li><li>• Set up at Church:<ul style="list-style-type: none"><li>○ No requirement for separate tables for different activities</li><li>○ Signage required at Caledon Village Place and at Knox Church – <b>Bob to contact Town of Caledon re/ CVP; Willie to secure signage at Knox Church</b></li></ul></li><li>• Outback agreement:<ul style="list-style-type: none"><li>○ Fran and Linda to be given complimentary memberships as appreciation - <b>Bob</b></li><li>○ Outback now has priority sponsorship listing on website</li></ul></li><li>• Other<ul style="list-style-type: none"><li>○ Registration Day confirmed as Saturday, April 17, 2010</li><li>○ New tumbler/keys to be ordered from Dave Bond – <b>Terry</b></li><li>○ Family: \$140; Adult: \$85; Student: \$55; Junior: \$45; extra key: \$5; no late fee – <b>Mike to update membership form and website</b></li></ul></li></ul>

3	<p><b>Captains/Organizers for teams</b></p> <ul style="list-style-type: none"> <li>• Interclub: <ul style="list-style-type: none"> <li>○ A Team: <b>Kathy Tuitt</b></li> <li>○ B Team: no one committed; <b>Rob to follow up with Rich Yan</b></li> </ul> </li> <li>• Ladies Intercounty: <ul style="list-style-type: none"> <li>○ A Team: <b>Judy Whillans</b></li> <li>○ B Team: <b>Marie Williamson/Louise Byle</b></li> </ul> </li> <li>• Ladies Tuesdays: <ul style="list-style-type: none"> <li>○ Tuesday mornings: <b>Rose Wyer-Keller/Denise Dornhoff</b></li> <li>○ Tuesday evenings: <b>Sharon Meister</b></li> </ul> </li> <li>• Friday Night Men's: <b>Rob and Willie</b></li> <li>• Team Lessons: <ul style="list-style-type: none"> <li>○ B Team Captains to determine interest in team clinics, if desired</li> </ul> </li> <li>• League Administration; <ul style="list-style-type: none"> <li>○ Mike to act as League Statistician/Webmaster – <b>Willie to discuss with Meg and forward any relevant instructions to Mike</b></li> <li>○ Idea of Headwaters Racquet Club fielding a team in the Dufferin-Caledon Interclub League not well received as Headwaters is a for-profit operation, not a community club, and its participation would damage area clubs</li> </ul> </li> </ul>
4	<p><b>Club Insurance/Club Manual</b></p> <ul style="list-style-type: none"> <li>• \$550 Directors' insurance premium this year through OTA (reduction from \$650 last year) – <b>Bob to issue cheque</b></li> <li>• \$340 + GST for commercial/general coverage at \$5 million – <b>Bob to issue cheque</b></li> </ul>
5	<p><b>Previous Action Items</b></p> <ul style="list-style-type: none"> <li>• <i>Option to pay membership online through PayPal</i> – Rob R <ul style="list-style-type: none"> <li>○ Defer to 2011 season; should be in concert with electronic application form</li> </ul> </li> <li>• <i>“How did you learn about the club question?”</i> – to membership application – Bob <ul style="list-style-type: none"> <li>○ Bob redrafted membership application – <b>Mike to update and post on website</b></li> </ul> </li> <li>• <i>Engage Welcome Wagon to distribute information</i> – Terry/Tim <ul style="list-style-type: none"> <li>○ \$3 per visit charge</li> <li>○ Confirm we will provide literature and 10% discount on membership – <b>Terry/Tim</b></li> </ul> </li> <li>• <i>Group page to be established on Facebook</i> – Mike <ul style="list-style-type: none"> <li>○ COMPLETED</li> </ul> </li> <li>• <i>Emails/other communication to be increased to improve communication</i> – Mike/Bob <ul style="list-style-type: none"> <li>○ <b>Willie to provide email distribution list to Bob</b></li> </ul> </li> <li>• <i><a href="mailto:info@caledontennisclub.com">info@caledontennisclub.com</a> address</i> – review ways to include and redirect – Mike/Willie/Terry <ul style="list-style-type: none"> <li>○ PENDING</li> <li>○ Prefer email address rather than phone number in Town of Caledon Parks/Recreation publication</li> </ul> </li> <li>• <i>Review of options to improve membership along with raising \$ for sponsorship</i> – Tim/Terry <ul style="list-style-type: none"> <li>○ <b>Tim to investigate potential of sponsorship signage at Club</b></li> </ul> </li> <li>• <i>Wall plaque with engravable plates to replace take-away trophies</i> – Terry <ul style="list-style-type: none"> <li>○ PENDING</li> </ul> </li> <li>• <i>Explain new process and better communication with Outback (Fran and Linda)</i> – Terry <ul style="list-style-type: none"> <li>○ COMPLETED</li> </ul> </li> <li>• <i>Investigate acquisition of new windscreens</i> – Rob <ul style="list-style-type: none"> <li>○ \$1.40 per square foot for nine (9) foot windscreens (retail list price)</li> <li>○ Phil knows a couple of individuals who could manufacture, possibly at reduced cost</li> <li>○ Our existing screens are in poor condition</li> <li>○ <b>Tim to investigate feasibility of acquiring nets and windscreens from Bramalea Tennis Club</b> <ul style="list-style-type: none"> <li>▪ If not feasible, Phil to investigate cost of manufacturing</li> </ul> </li> </ul> </li> <li>• <i>Understand sponsorship on website</i> – Terry to discuss with Phil Mixed Doubles sponsors – Terry/Phil <ul style="list-style-type: none"> <li>○ PENDING</li> </ul> </li> <li>• <i>Formalize teaching pro arrangements (document)</i> – Terry and Willie <ul style="list-style-type: none"> <li>○ COMPLETED</li> </ul> </li> <li>• <i>Formalize expectations for Outback – keys, rates, etc.</i> – Terry <ul style="list-style-type: none"> <li>○ COMPLETED</li> </ul> </li> <li>• <i>Obtain signatures – Royal Bank account</i> – Terry <ul style="list-style-type: none"> <li>○ COMPLETED</li> </ul> </li> </ul>

6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Gray Cup/Foundation: <ul style="list-style-type: none"> <li>○ Sponsorship commitment to Gray Cup to be completed – <b>Bob to issue cheque for \$500</b></li> <li>○ James Kwon to pass out Caledon Tennis Club flyers at schools visited (grades 4,5,6) (should be different colour)</li> </ul> </li> <li>• Mixed Doubles Tournament: <ul style="list-style-type: none"> <li>○ to take place June 26, 27 2010</li> <li>○ hopefully will include two flights (A and B)</li> <li>○ Phil requires assistance recruiting B players – <b>Willie and Rose to assist</b></li> </ul> </li> </ul> <p><i>Minutes prepared by Mike Proudlock</i></p>
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**Action Items**

#	Item	Assigned to
1	Remove reference to former sponsor from “Links” page on website [note: COMPLETED]	Mike
2	Contact selected Real Estate agents regarding sponsorship opportunities	Rose
3	Include sponsorship check-box on updated membership application [note: COMPLETED]	Mike
4	Develop sponsorship package	Tim/Willie/Mike
5	Contact Town of Caledon to book Caledon Village Place signage for Registration Day	Bob
6	Arrange with Knox Church for appropriate signage for Registration Day	Willie
7	Fran and Linda to be given complimentary memberships	Bob
8	Tumbler/keys to be ordered from Dave Bond [note: COMPLETED]	Terry
9	Membership Application and website to be updated [note: COMPLETED]	Bob/Mike
10	Follow up with Rich Yan re/ being Captain of Interclub B Team	Rob
11	Determine requirements for League statistician/webmaster and forward to Mike P.	Willie
12	Issue cheques to OTA for Directors insurance and commercial/general insurance	Bob
13	Provide literature and discount membership coupon to Welcome Wagon	Terry/Tim
14	Provide email distribution list to Bob	Willie
15	Investigate potential for sponsorship signage at Club	Tim
16	Investigate feasibility of acquiring nets and windscreens from Bramalea Tennis Club	Tim
17	Issue cheque for \$500 for Gray Foundation	Bob
18	Assist in recruitment of B players for Mixed Doubles Tournament	Willie/Rose
19	<a href="mailto:info@caledontennisclub.com">info@caledontennisclub.com</a> address – review ways to include and redirect	Mike/Willie/Terry
20	Wall plaque with engravable plates to replace take-away trophies –	Terry
21	Understand sponsorship on website – Terry to discuss with Phil Mixed Doubles sponsors	Terry/Phil