



Fenelon Falls Tennis Club Executive Meeting – Summary Notes Tuesday August 5 2025 @ 7:00 p.m. via ZOOM

Executive Board Members:

Alexis Loney, President
John Howard, Past President
Lysa Shaw, Vice President

Teresa McGuinness, Treasurer
Cathy Paisley, Secretary

Regrets

1.1	2025 Member Registration: Update Cathy reviewed the <i>FFTC Membership Report</i> . The following points were noted: - As of August 5, 146 members were registered with the club. This includes: 12 junior members, 3 student members 131 adult members 26 new members - The full report is available on the Google drive.
1.2	Late registration discount Alexis noted that an adult member joined the club on August 1 2025 and paid a pro-rated membership fee of \$70. In addition, the member has paid guest fees for the three times that the guest played during the month of July.
1.3	Guests (# of guests/\$ deposited) Teresa noted the following: - To date, FFTC has received \$560 in guest fees. During the 2024 season, FFTC received a total of \$495 in guest fees. - For the most part, members are aware of the guest policies & procedures and have been very good about sending in fees but Alexis will circulate a reminder of our guest policies to the membership as there have been a couple of instances where members were not aware - The Guest Members' spreadsheet has been effective in tracking activity and clearly indicates when follow up is required (eg. guest has played a maximum of 3 times) - It is expected that guest fee payments will offset revenue not received from membership fees during the 2025 season.
1.4	Google forms: 2026 registration? During this past season, Alexis noted that Google forms have been well received by the Monday Morning Ladies Group to submit availability and contact information. It was also noted that data is easy to manage as it is automatically exported to an excel spreadsheet.

	In preparation for the 2026 season, the Board agreed that it may be appropriate to replace the current registration forms (PDF) with Google forms. ACTION: Alexis will work with Lysa, Teresa and Cathy to develop the online forms and pilot the initiative.
2.1	Financial Update: Investment options for vote Teresa reviewed potential options for investment in the FFTC Capital Reserve Fund. It was noted that a decision must be made with respect to the amount of money that is to be invested as well as the investment type. The <i>FFTC Income Statement 2024 10 01 – 2025 07 31</i> and <i>FFTC Balance Sheet As at 2025 07 31</i> were reviewed for information purposes. During discussion, the following points were noted: • The current bank balance is \$33,347. • The Capital Reserve Fund Policy requires that FFTC deposit a minimum of \$7,500 each year. • In preparation for the 2026 season, the operating account must have sufficient funds to cover expenses (\$6,000 - \$7,000) for the upcoming year. Expenses may include OTA fees, miscellaneous maintenance and potential net/windscreen replacement. ACTION: Teresa will update the budget to reflect that the court lights have been paid for in full. • The GIC investment (\$18,500) included on the balance sheet matures in June 2027. It was noted that FFTC investments should have staggered maturity dates for budgeting purposes. • In response to Teresa's recommendation, members agreed that FFTC purchase a BMO GIC (3 yr @ 3.8%) in the amount of \$20,000. This amount will leave sufficient funds in the operating account to cover expenses (\$6,000-\$7,000) for the upcoming year. MOTION: As required by the Capital Reserve Fund Policy, it was MOVED by Teresa McGuiness, SECONDED by Lysa Shaw THAT the FFTC purchase a Bank of Montreal GIC (3 year @ 3.8%) in the amount of \$20,000 to be allocated to the Capital Reserve Fund. (<i>Note: The annual reserve deposit minimum is \$7,500</i>). CARRIED. ACTION: Teresa will update financial statements to reflect the investments that are part of the GIC/Capital Reserve and GIC maturity dates.
2.3	Financial Update: Club Credit Card Application Teresa noted the following: • BMO has approved a FFTC credit card (\$500 limit). • As part of the approval process, the bank requires that a \$500 hold be put on the FFTC account each month. • The credit card does not have any fees, interest charges etc. • The credit card will be under Teresa's name and will be used to pay for regular expenses (eg. SKEDDA, WIX etc.) • It is expected that BMO will mail out the card at the end of the month.
2.4	Financial Update: Budget Review Teresa noted that she is working with Alexis to update the 5 year budget to reflect actual revenues and expenditures. As part of this review some expense categories (ZOOM, SKEDDA) will be re-coded for better clarity.
3.1	Marketing: Website Analytics Lysa noted that the FFTC Google Analytics Reports for July and August have been distributed to Board members via email. Although the data is positive, website traffic has dropped off a bit as the tennis season is winding down.

3.2	Marketing: Facebook Postings Alexis noted that recent Facebook postings include 'after event' pictures and NBO updates.
4.1	Maintenance: Security signs & cameras Alexis noted the following: • Ham recently patched and painted an area on Court 1 that was damaged by rocks thrown on the court. • The same type of vandalism occurred last year as well. • To deter this type of vandalism from happening again, fake security signs will be posted and a 'dummy' camera will be installed on the court. • Marg will advise her contact at the high school that students are not being videotaped and that fake signs/camera are being used as a deterrent for future vandalism. • ACTION: John will work with Alexis and Lysa to post the security signs and mount the camera.
4.2	Maintenance: Powerwashing / Court Cleaning Review Alexis & John noted the following: • Courts 1, 2 and 3 have been power washed. Court 4 will be power washed in the short term. • Moving forward, power washing will not take place on an annual basis as it is a great deal of work and very hard on the court surface. As a result of power washing, the mesh membrane is becoming visible on Court 1.
4.3	Maintenance: Court Paint Touch Ups No report.
4.4	Maintenance: Divider Net Support ACTION: John will repair the divider net support that is broken on court 4.
4.5	Maintenance: Court 4 New Net Report Alexis noted that the net on court 4 has been repaired by using patches from an older net previously used over the winter. We will continue to monitor the state of the nets and decide at the end of the season if we should consider a new net for any of the courts.
4.6	Maintenance: Court Lights Installation Report John noted that the new lights have been working well and he has taken some time to teach members how to access the breaker switches and turn the lights on / off. Board members were encouraged to become familiar with the process as well. It was noted that the lights work well when transitioning from daylight into dusk and playing at night. For optimum visibility, it is important to turn them on before they are needed. In response to John's comments, it was agreed that members may benefit from an email with instructions (include pictures and / or video) for using the lights.
5.1	Communications: OTA Presentations at NBO (docs sent for review) Alexis noted that Cathy attended the NBO, President's Day (July 28), on her behalf. During discussion, members agreed that it is important for the club membership to understand that FFTC is an OTA member and that their website provides detailed information regarding the SPIN magazine, OTA benefits and events. ACTION: At the beginning of each tennis season, an email with a link to the OTA website will be sent out to the membership advising that FFTC is an OTA

	member and that more information can be found on their website. ACTION: The link to the OTA website will be added to the FFTC website.
5.3	Communications: High School Liaison – Marg Pearson Update In response to Alexis' comments, members agreed that FFTC will accommodate a request from Angela Graham, Phys Ed Dept Head, Fenelon Falls Secondary, School to host the Kawartha Qualifier (October 15, 2025) and COSSA (October 28, 2025). ACTION: Alexis will follow up with Marg as required. During discussion, in addition to the high school's phys. ed. classes, it was noted that the high school tennis team practice season will be moving to the fall and that this will have an impact on the FFTC program schedule. Post meeting: <i>It has been confirmed with Marg that this new schedule will start this September (2025).</i>
5.4	Communications: Adult Education Request Alexis reviewed a request from the Head of the Fenelon Adult and Alternate Education Centre, to host a beginner's tennis clinic for her students at FFTC. In response, members agreed that FFTC is supportive of the Fenelon Adult and Alternate Education Centre using the courts for their tennis program at no cost and that club members would be willing to volunteer their time. However, it was further agreed that the club cannot commit to the program until a number of issues are resolved including: • Date & time of program (2 day program is recommended) • # of players • # of volunteers required • Will the program conflict with the high school's use of the courts • Is this program exempt from the TLDSB requirement that volunteers have police checks ACTION: Alexis will follow up as required.
5.5	Communications: WIX website subscription Refund Note: The refund was received on August 14 2025.
5.6	Communications: ZOOM Account Renewal (Expires Oct 13 2025) Alexis noted that the ZOOM account will be renewed before the AGM in October. The new subscription will be purchased through the ZOOM website using the new credit card. This approach will provide a better price and allow for additional administrators.
5.7	Communications: Board Member Duties Documentations Members were reminded to document their duties on an ongoing basis. In the fall, the job descriptions will be compiled into a resource document for future Board members.
6.1	2025 Events: Courts & Cards Review Alexis noted that the event was enjoyed by club members. However, it was difficult to fill the courts and the event's format and timing will be reviewed for next year.
6.2	2025 Events: Davis Cup Review Alexis noted that the Davis Cup event was a success, with more people registered than could be accommodated. It was noted that a Google form was used for registration purposes and was well received by members.
6.3	2025 Events: Club Championships (August 23-24)

	John noted that a number of members have responded to the email that was sent out last week. As in past years, it is expected that the event will be popular with members.
6.5	2025 Events: FFTC at the Grove Theatre (August 12 2025) Alexis noted that a number of members are planning to attend the FFTC at the Grove Theatre on August 12 th .
6.6	2025 Events: AGM Establish Date The AGM will take place on Tuesday October 21 @ 7:00 p.m. <i>Note: In response to Teresa's request, Ray DeNure has confirmed that he is available and willing to review the Financials 2025.</i> During discussion, it was noted that the AGM must be called within a 30 day period which follows the end of the fiscal year (September 30). Notification to all members regarding the AGM date and agenda must be made a minimum of 14 days prior to the AGM.
6.7	2025 Events: Holiday Season Social (Free Membership Draw Fundraiser) In response to Alexis' comments, members agreed that the Holiday Season Social (December) 2025 should include the free membership draw fundraiser.
6.8	2025 Events: Other Events No report.
7.1	Programs: Junior Kids Camp (Grace) The kids' camps have been very busy. To date, Grace has received \$2,200 in revenue. Grace Ellery has purchased new equipment with a student business grant that she received earlier in the year. Grace has indicated that she is planning to leave the equipment with the club.
7.2	Programs: Singles Ladder (Brian L.) The singles ladder has been very successful, with 21 players participating in the program.
8	Fundraising/Sponsorship Ideas Alexis noted that fundraising was not done this year. In part, this was due to the club being in a strong financial position. In the future, John noted that the club may want to consider a fundraising project to replace the clubhouse roof.
9	Other Business • Club Events: Moving forward, members agreed that it will be important to recruit a Social Committee Lead – a member that will take a leadership role in terms of organizing social events and be a liaison between the Social Committee and the Board. NEXT MEETING: Tuesday September 9 @ 7:00 p.m.