**Fenelon Falls Tennis Club Executive Meeting – Summary Notes**
**Tuesday September 9 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**

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| 1.0 | **MEMBERSHIP REGISTRATION 2025** |
| 1.1 | **Membership Registration 2025 – Update**<br>Cathy reviewed the FFTC Membership Report. The following points were noted:<br>As of September 9th, 149 members were registered with the club. This includes:<br>o 13 junior members,<br>o 3 student members<br>o 133 adult members<br>o 28 new members<br><br>The full report is available on Google Drive.<br><br>During discussion the following points were noted:<br>● As the tennis season is winding down, Alexis noted that memberships are now available at a reduced price.<br>● Teresa noted that the OTA fees will be paid at the end of September to align with the FFTC year end. The OTA deadline for paying dues is the end of October. |
| 1.2 | **GUESTS (# of guests/$ deposited) to date**<br>As of September 9th, Teresa noted that FFTC has received $785 in guest fees. Overall, members seem to be aware of the Guest Policy and are following up as required. |
| 1.3 | **OTA fee increase**<br>As a follow up to the OTA meeting on August 19th, Alexis noted that dues will increase for adult members from the current $10 to $11 for 2026, and subsequently $12 for 2027 and $13 for 2028 and $14 for 2029 (i.e., an increase of $1 per year over the next 4 years). |
| 1.4 | **Google forms: 2026 registration?**<br>During discussion the following points were noted:<br>● As the Google form used for the Monday ladies group has been problematic at times, |

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| | John D. has developed an online registration form using Microsoft office.<br>● Board members agreed that the first draft of the registration form (Microsoft) looks good. However, it will require some adjustment. For example, the excel spreadsheet will require a column that reflects the total number of members in each category and dollar amount received.<br>● John Howard noted it would be a good idea to reach out to OTA to see if they had software recommendations.<br>● **Post-Meeting note:** Alexis reached out to OTA and has since shared with the Board an online video explaining Clubspark - the software program endorsed by Tennis Canada. Board members are currently reviewing the video to determine next steps.<br>● Members agreed that a final decision regarding the registration process should be made by the new Board after the AGM. |
| 2.0 | **FINANCIAL UPDATE** |
| 2.1 | **Investment Update**<br>Teresa noted that the GIC has been invested and is available on Google Drive. Both GICs (with due dates) are noted in the financials. |
| 2.2 | **Club credit card application update**<br>Teresa noted that the FFTC credit card has arrived and that it should be used to pay for recurring expenses (egg. SKEDDA, ZOOM etc.). |
| 2.3 | **Kids camp reconciliation**<br>During discussion the following points were noted:<br>● Grace has provided a camp reconciliation and e-transfer ($560) to cover the fee for the 28 non-members that attended camp during July & August.<br>● **ACTION:** In preparation for next year, Lysa will meet with Grace to review the registration process and highlight the importance of forwarding a copy of all registration forms to the club for our records. It was noted that FFTC requires the forms for:<br>o insurance purposes<br>o reconciling FFTC registration records with Grace's registration records<br>o confirmation that parents agree to terms of FFTC membership<br>o camper contact information (future reference) |
| 2.4 | **End of year financials for Ray Denure's review**<br>Teresa reviewed the following documents for information purposes:<br>● FFTC Balance Sheet As at 2025 08 31<br>● FFTC Income Statement 2025 08 01 – 2025 08 31<br>● FFTC Income Statement 2024 10 01 – 2025 08 31<br>● FFTC Budget for Years 2024 – 2028 |

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| | During discussion the following points were noted:<br>● In preparation for the AGM, Ray has received all required documents.<br>● **ACTION**: In preparation for AGM, Teresa will review financial documents (final version) at the FFTC Executive meeting on October 14th.<br>● **ACTION**: Teresa will ask Benita to clarify the line item "hats for future sales ($86.11)" on the FFTC balance sheet. |
| 3.0 | **Marketing** |
| 3.1 | Website Analytics<br>Lysa noted the following:<br>● The FFTC Google Analytics Report (September 2025) was sent out to Board members on September 8th.<br>● Although the site had 112 new visitors, business profile interactions (179) are slightly lower this month. This is not surprising as the season is winding down.<br>● The top things people are looking for on the FFTC website are information on lessons, programs and guest policy<br>● The top growing query was "Lisa Tooley Tennis", likely due to word of mouth following a successful season of lessons and events such as the Davis Cup. |
| 4.0 | **Maintenance** |
| 4.1 | **Security signs & cameras**<br>In response to Alexis' comments, Board members agreed that the posting of security signs is sufficient at this time. Security cameras (non-functioning) will be installed only if necessary. |
| 4.2 | **Windscreens repairs**<br>Alexis noted that she has been in touch with a local business owner regarding the repair of the windscreens. Discussions are ongoing and more information will be provided as it becomes available. |
| 4.3 | **Powerwashing court 4?**<br>Alexis noted that the club has been contacted by a company that specializes in tennis court cleaning (powerwashing). **ACTION:** John will contact the company representative to determine process and price for powerwashing the court. If the service is not appropriate for FFTC, John will work with other club members to powerwash court 4 in the spring. |
| 4.4 | **Clubhouse roof shingles**<br>Alexis noted that FFTC records confirm that the clubhouse roof was replaced in 2017. As a result, the roof should not require repair for 3-4 years. Therefore, it is not necessary to include a line item for roof repair in next year's budget. |
| 5.0 | **Communications** |
| 5.1 | **High School Liaison - Marg Pearson update**<br>Alexis noted that Marg Pearson has updated SKEDDA to reflect the fall high school schedule. |

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| 5.2 | **Adult Alternative Education Clinic & Volunteers**<br>Alexis noted that the Adult Alternative Education Clinics (10 students) will take place on September 10 & 11. FFTC volunteers (John Howard, Cathi Begley, Alexis Loney, Marg Pearson, Doug Paterson and Julie Walmsley) will run the clinics. Members agreed that the clinics are an excellent community engagement opportunity and will serve to strengthen the club's relationship with the high school. |
| 5.3 | **Zoom account renewal (Expires Oct. 13/25)**<br>During discussion the following points were noted:<br>● Teresa will work with Alexis to renew the account through the zoom website and payable using the club's credit card. This approach will allow multiple administrators to use the account.<br>● John's name must be removed from the account as a ZOOM administrator.<br>● As FFTC is a non-profit company, Teresa will try to negotiate a reduced fee for the account. |
| 5.4 | **Skedda service suspension date**<br>**ACTION:** As the account is renewed on the 2nd of each month, Teresa will ask John D. to suspend the SKEDDA account prior to November 1st . |
| 5.5 | **Meeting minutes posting on website (John D.)**<br>**ACTION:** Starting in September, Cathy will forward the final version of the minutes to John D. for posting on the website.<br><br>In response to Alexis' comments, members agreed that John D. has done a great job of updating the Governance section on the website. |
| 5.6 | **Board member duties documentation**<br>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. |
| 5.7 | **AGM Prep**<br>In preparation for the AGM, Alexis provided an overview of a recent meeting that she had with Lysa . The following points were noted:<br>● Marg Pearson, Cathi Begley and Barb Smith have agreed to sit on the Nominating Committee.<br>● October 1st is the deadline for submitting all reports<br>● The 2025 President and Vice President Reports will be provided by Alexis and Lysa respectively. Teresa will present the Treasurer's Report at the AGM.<br>● Convenors Reports: Lysa will follow up as required<br>● Pros Report: Alexis will follow up as required<br>● Volunteer Reports: Lysa will follow up as required<br>● To ensure the stability of the ZOOM call during the meeting, members agreed that it will be important to have a host (Cathy) and multiple co-hosts ( Lysa & John) |

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| | ● **ACTION:** In preparation for the AGM, Teresa will add 'Recommended Fee Increases (2026)' to the next meeting agenda (October 14 2025) |
| 6.0 | **2025 Events** |
| 6.1 | **Club Championships Review**<br>John noted that the club championships were a great success and that everyone had a great time.<br><br>To reduce player fatigue, it was suggested that the schedule be adjusted so that the men & women finish their games on the first day and championships take place on the second day. To increase participation, members also agreed that it may be appropriate to add a B division and schedule the tournament over two weekends. |
| 6.2 | **Club Championships Photos & Plaque Engraving**<br>In response to Alexis' comments, members agreed that an older club plaque should be re-purposed to become a Singles Ladder Champion plaque. *Note: On September 10$^{th}$, Board members approved the Lakeside Engraving quote ($79).* ***ACTION:*** *Alexis will follow up as required*.<br><br>Alexis noted that all winners will receive a champion hat and have their photo taken. |
| 6.3 | AGM: **Tuesday, Oct. 21st @ 7pm via zoom** |
| 6.4 | **Holiday Season Social (Free membership draw fundraiser)**<br>In October, Alexis will reserve the loft at the Cow & Sow Restaurant for the Holiday Season Social. |
| 7.0 | **Programs** |
| 7.1 | **Junior Kids Camp (Grace)**<br>Grace has sent in the final report. Although camp attendance was down slightly, Grace did have a number of students in private lessons. |
| 7.2 | **Singles Ladder (Brian L.) and Award Plaque**<br>Alexis noted that the singles ladder will run until the end of September. |
| 7.3 | **Programs review, member survey proposal**<br><br>In response to Alexis' comments, members agreed that feedback received from a member survey may help with planning programs and priorities for the upcoming year. During discussion, the following points were noted:<br>● Sixty-five members responded to a member survey (Google form) that was done in 2022.<br>● The survey helps determine player preferences (eg. organized leagues vs round robins vs lessons)<br>● The club mandate must be kept in mind when determining the way in which the courts will be used. |

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| | ● The pros have an important role at the club and their requests for court time should be discussed prior to the start of the season.<br>● It may be appropriate to include a visual (e.g., coloured chart) on the website that clearly reflects the program opportunities (by level) that are available to players.<br>● Moving forward, it may be appropriate to increase organized opportunities for new players<br>● Moving forward, it may be appropriate to provide more opportunities for organized play in the evenings.<br>● FFTC is a small club and will not always be able to meet the needs of all players at all times.<br>● Members agreed that these issues and a potential survey should be brought to the attention of the new Board for their action. |
| 8.0 | **Fundraising/Sponsorship Ideas**<br>No report. |
| 9.0 | **Other Business** |
| 9.1 | **Convenor end of season gifts protocol**<br>Cathy reviewed the document *Gifts for Pro/Convenors – Suggested Protocol (draft*). During discussion the following points were noted:<br>● The document *Gifts for Pros/Convenors – Suggested Protocol* was drafted in response to member requests.<br>● Board members agreed that the document will be helpful to those organizing the purchase of a gift for pros/convenors and should be provided to members upon request. The document will reside with the Head of Programs (Alexis). **ACTION:** Cathy will file the document on Google Drive. |
| 9.2 | **Scholarship/Junior support program proposal**<br>In response to a request from a FFTC member, Alexis presented a proposal that the club provide a scholarship for a player associated with the club or in the community. During discussion the following points were noted:<br>● A club scholarship would fall outside the club's mandate (*To provide opportunities for players of all ages and abilities to play tennis*) as written in our Constitution.<br>● Establishing the rules of a scholarship, the vetting process and the financial obligation are beyond what the club can provide.<br>● As in the past, FFTC will continue to consider other opportunities that are brought to the executive to support our community. It was noted that FFTC volunteers are currently running a two day tennis clinic in association with the FFSS Adult Alternative Education Program. The club has also provided tennis balls to the high school and local elementary schools.<br>● Members agreed that the AGM Annual Report should include a report that describes the work that FFTC has done to support the local community in the past.<br>● **ACTION:** Alexis will advise the FFTC member of the Board's decision. |

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| | **Winter Tennis**<br>In response to a request from Ham, Alexis reviewed issues related to non-FFTC members playing during the winter season at Fleming College. During discussion the following points were noted:<br>● OTA has confirmed that FFTC members will be covered by the current insurance policy during the winter season. To ensure that non-FFTC members are covered by the club's insurance policy, Board members agreed that non-FFTC members should complete a winter tennis registration form and pay a membership fee ($50).<br>● OTA insurance provider has advised that the FFTC tennis season and winter tennis season at Fleming cannot run concurrently. Therefore, as the high school is now using the courts until the end of October, the winter tennis season cannot begin until after November 1 2025 and should end in early to mid-April 2026 ( weather will determine the FFTC season start).<br>● **ACTION:** Alexis will update the current adult registration form to indicate the $50 winter tennis option and will forward to Ham for his use.<br>● **ACTION:** Alexis will follow up with Ham as required. |
| | **NEXT MEETING**<br>**Tuesday October 14 @ 7:00 p.m.** |