



Fenelon Falls Tennis Club Executive Meeting – Summary Notes
Tuesday February 11 2025 @ 3:00 p.m. via ZOOM

Executive Board Members:

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

Teresa MacGuinness, Treasurer
Cathy Paisley, Secretary

1.	2025 Member Registration Update Cathy provided an update with respect to the 2025 membership. The following points were noted: • As of this morning, 8 adult members are registered with the club. • Current membership includes the free membership provided to Andy Bean, 1 new member and 6 returning members. • Teresa confirmed that all membership payments are up to date. One payment was received in December and 6 payments were received in January.
2.	New Member Info Package Alexis provided an update with respect to the New Member Information Package. During discussion the following points were noted: • The package was distributed to Board members for review and feedback. Subject to minor revision, members agreed that it was a great document and that it will be well received by the club membership. The file is available on the Google drive for access by board members to make updates when needed for future membership years. • To clarify the process for recycling tennis balls, the wording will be updated to include the following (red highlight): <i>If you want to dispose of your used balls, you can do so by putting them in the container marked for this purpose. If the container is full, please take your balls with you until the container has been emptied. We donate used balls to the local elementary & high school.</i> • Teresa noted that she may have a clear tub that could be used for storage of the balls. It was noted that the container must be clearly marked and not resemble a garbage can. • As Langton Public School has used the balls in the past, it is expected that they may take them again next season. Julie Walmsley has confirmed that the Boys & Girls Club is not interested in using the balls. • ACTION: As the document includes the new codes, John will ensure that the locks have been updated by April 1st. Prior to April 1st, returning members will be able to access the courts using the old codes.

	● ACTION: Alexis will forward the final version of the document to Cathy so that she can reduce the size PDF size using the free online software. ● ACTION: As part of the registration process, Cathy will provide all members with a Welcome Letter (email) that includes a copy of the New Member Information Package (attachment) A New Member Information Package will also be provided to members that joined in December and January. Cathy will work with Alexis to update communication emails as required.
3.	Board Members Duties, Responsibilities & Annual Timelines Documentation Lysa reviewed her proposal that Board members create a document that includes a description of each role and its responsibilities on a month by month basis In response, members agreed that the document would be valuable during recruitment and to new Board members as they transition to the role. ACTION: Each Board member will maintain a document (eg word, excel etc). that reflects the duties completed on a monthly basis. ACTION: Lysa will compile the final version of the document at the end of the year.
4.	Financial Update Teresa provided the following financial update: ● The January balance sheet was distributed to all members for review on February 11. ● All financials are filed on the Google drive. ● The January 2025 bank statement reflects a total of \$759.10. This includes payment for 6 memberships (\$792) and the utility bill (\$32.90). ● On January 7 2025, the finances were reconciled to the 31st. However, as the level of banking activity increases in coming months, it may be necessary to align with the bank's reconciliation date of the 23rd.
5.1	Pro Contracts Alexis noted that both Lisa and Grace have signed their contracts and they are looking forward to the upcoming season. Both contracts are filed on the Google drive.
5.2	Boot Camp Alexis provided an update with respect to organizing the Boot Camp (June weekend) indicating planning will take place sometime in April.
5.3	Kids Camp: Grace / Maya Alexis provided an update with respect to the management of the Kids Camp for the upcoming season that Grace will keep the board up to date on Maya's coaching certification.

6.	Programs: Singles Ladder Alexis reviewed her proposal to offer a singles ladder to club members. During discussion the following points were noted: • Two formats were discussed: a box ladder (organized by skill level) and an open ladder (all members). • An open ladder may be the preferred option as categorizing members according to skill level may be problematic. • John noted that he played in a ladder that placed players in groups according to level. However, the groups were reset every two weeks and players had the ability to move from one level to another depending to their placement within the group. • It is important that the ladder run itself, with participants scheduling their own matches through the booking system. A whiteboard in the clubhouse would track the ladder standings. A convener would not be required. • In response to the discussion, members agreed that a singles ladder would be well received by members. However, it was further agreed that the format and implementation of the singles ladder requires further discussion. • ACTION: Alexis and Teresa will reach out to other clubs (eg. Port Parry Club, Legends Tennis Club) regarding the format of their single ladders.
7.1	2025 Events: Open House, Sat. May 24, 10am-1pm (OTA Smashcage) Alexis provided the following update: • The Open House is scheduled on May 24 from 10:00 A.M. – 1:00 P.M. The rain date is Sunday May 25. • An OTA rep will attend with the smashcage on May 24th. However, he/she is not available on the 25th. • Grace is planning to attend the event and will organize tennis drills for participants. • As In past years, the event will include a potluck.
7.2	2025 Events: Potential Other Events: Events Committee Members reviewed the potential format of other events and social committee. The following points were noted: <u>Davis Club:</u> ○ July date to be determined <u>Courts & Cards</u> ○ August date to be determined ○ This event was offered for the first time last year and was well received by members. However, the format may require some changes for next season (eg. Redeem chips for cards). <u>Social Club:</u>

	○ Members agreed that a social committee is required to assist with event planning. The committee would include a lead person and volunteers to assist as required. ○ ACTION: Lysa will draft a job description for the chair of the social committee. ○ ACTION: Alexis will include a request for volunteers in the email re: membership renewal that will be sent out to all members in March.
8.1	Court Maintenance: Windscreen repairs John will address windscreen repairs when the weather permits.
8.2	Court Lights Contractors Quotes Teresa noted that arrangements have been made for John to meet with an electrician, on Thursday to obtain a quote for lights on courts 1 and 4 John will ask that the itemized quote reflect the cost of both material and labor.
9.0	Other Business Clubhouse Clock: In response to a request from Ham, Cathy advised members that a clock has been purchased for the outside of the clubhouse. Minutes – AI Version: As a follow up to recent discussion, Lysa will use AI to generate draft minutes from meeting recordings. Cathy will use the AI minutes as a reference document when preparing the summary notes. Next Meeting: Wednesday March 12 @ 7:00 p.m.