



Fenelon Falls Tennis Club Executive Meeting – Summary Notes Tuesday May 6 @ 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

1.	2025 Member Registration Update Cathy reviewed the report <i>FFTC Membership as of May 6 2025</i>. The following points were noted: - As of May 6 2025, 124 members were registered with the club. It is expected that registrations will meet or exceed the number of members (155) registered in 2024. - The full report may be viewed by following this link.
2.	Financial Update Teresa provided the following update: - Teresa reviewed the process for importing transactions from the Bank of Montreal website into the club's accounting software (SAGE). Teresa noted that both Alexis and Cathy have agreed that it is not necessary to track the etransfer reference numbers on the Master Registration List as the software clearly reflects the etransfer payments received from members. The column has been removed from the spreadsheet. - Teresa reviewed the FFTC Balance Sheet as at April 30 2025. - In response to Teresa's comments, members agreed that funds should be allocated to a GIC in the short term. During discussion the following points were noted: - As of April 30th, the BMO chequing bank balance was \$35,438.23. This balance will increase as registrations are still coming in on a daily basis. - To cover outstanding fees and operating expenses, funds must be set aside for the following: - OTA fees (2025) - SKEDDA subscription fees (2025) - Capital reserve - operating expenses (estimated at \$6,500) - Operating expenses - buffer (\$2,500) - Lights (estimated up to \$11,000) - If possible, members agreed that a decision regarding the GIC should be made at the next meeting. ACTION: In preparation for the discussion, John will finalize the quote for the lights. ACTION: In preparation for the discussion, Teresa will investigate GIC investment options (rates/timeline) with the bank, considering a laddering strategy for future investments. - Teresa noted that a few members are paying membership fees by cheque and that these are being deposited via the BMO mobile app. - The deck rebuild project stayed within the budget of \$20,350, with a final cost of \$20,239.

3.	OTA Gallagher Insurance Update The following points were noted: • John confirmed that the process for renewing the club's insurance policy (2025-2026) is now complete. The updated policy includes property coverage that became effective April 1 2025. • Alexis noted that the OTA insurance binder (PDF) has been filed on the Google drive insurance folder for future reference.
4.1	Marketing: Website Analytics Lysa reviewed the Google Search Impact Report. It was noted that the website analytics show positive trends including 207 unique site visitors, 137 new visitors and 70 returning visitors. The FFTC Google Analytics Report may be viewed by following this link .
4.2	Marketing: Promotional Material Postings Alexis noted that flyers have been posted and distributed in various community locations including community centres, Sobeys etc.
4.3	Marketing: Facebook Postings Alexis noted that recent Facebook postings advised of the windscreens going up and the club opening. Lawrie Keillor Faulkner also posted information about the Open House on May 24 th . Future postings will include information about the Open House and the Kids' Camps.
5.1	Communications: 2024 members email cutoff date for 2025 emails Members' supported Alexis' recommendation that unregistered 2024 club members be advised by email that the 2025 season has started and that their email address will be removed from the list after receiving the advisory message. The email will be sent after the Open House on May 24.
5.2	Communications: High School Liaison Update Alexis noted that Marg Pearson is in communication with her contact at the high school and has added the FFHS schedule to SKEDDA. At this point, it is not expected that FFHS tournament rain dates (not yet scheduled) will impact club programming.
5.3	Communications: SKEDDA Subscription Activation Alexis noted that John Donahue has re-activated SKEDDA and that both the high school and convener programs have been added to the schedule.
	Communications: Board duties document reminder Alexis reminded members to track their duties on a monthly basis. At the end of the year, the job descriptions will be compiled into one document and provided to future Board members as a resource manual. ACTION: Cathy will update the document <i>Registration of Members' Workflow</i> to reflect minor changes to the registration process.
6.1	Maintenance: Maintenance & Deck/Stairs Rebuild Update John noted the following: • The spring cleanup (nets, windscreens, grounds) was completed successfully with the help of several volunteers. • The rebuild of the deck and stairs is now complete. Members acknowledged that Brian Loney and his team did a great job.

	• The water is on and the toilet has been repaired. • Work was done to clean up squirrel nests, debris etc from the basement. The holes will be plugged to prevent future infestations.
6.2	Maintenance: Court Lights Contractor's Quote John provided an update with respect to the quote for the court lights. The following points were noted: • Currently, we have four lights (300w) on each post accommodating two courts. • Jesse has provided 2 quotes for 2 lights on 4 posts (300w vs 400w). Note: 500w not available. • Jesse indicated that 3 lights (400w) on each post would provide increased lumens (brightness) and that it may be the best option. It is expected that the increase in cost will be minimal. • Alexis noted that the lights should be installed before August as they will be used by members in late summer/early fall. • ACTION: John will ask Jesse to provide the following quotes ○ 12 lights (300w) ○ 12 lights (400w) • ACTION: John will schedule a time for board members to meet at the court (evening). This will provide an opportunity to view the effectiveness of the current lights at night and assess best options for the future.
6.3	Maintenance: Court Specialists Repairs Before Warranty Expires During discussion the following points were noted: • John noted that the court specialist has confirmed that the rippling on the court is not an issue and does not require repair at this time. As there are no other issues of concern, repair is not required before the warranty expires • Teresa noted that Mike McGuinness will arrange a time to pressure wash the courts as they appear to be marked with black mold. The feasibility of using two pressure washers simultaneously will be investigated.
7.1	2025 Events: Open House, Sat. May 24, 10am-1pm Alexis noted that Sue Simeson has provided ongoing updates with respect to the planning of the Open House. Alexis has advised Sue that the club will look after the promotion of the event.
7.2	2025 Events: Boot Camp weekend, Sat. June 7th, Sun. June 8th Alexis provided the following update: • Alexis and Lysa met with Lisa Tooley and Grace Ellery to discuss the format of the Boot Camp. Sessions will include: ○ Saturday June 7th: Drills & Skills from 9:00 – 10:30 a.m. or 1:00 – 2:30 p.m. ○ Sunday June 8: Live Ball from 9:00 – 10:30 or 1:00- 2:30 p.m. • If the above sessions are oversubscribed, there is an opportunity to offer a third session at 11:30 a.m. • A registration email will be sent to the general membership tomorrow evening. All payments will be made directly by cash to Lisa or Grace. • The Boot Camp will be a great opportunity for members to meet the pros and is expected to be a very popular event.
7.3	2025 Events: Davis Cup July 12 No report.

7.4	2025 Events: Courts & Cards, June 20 No report.
7.5	2025 Events: Club Championships, Aug. 23-24 No report.
7.6	Other Events? Alexis has asked Sue Simeson and her team to suggest new events for consideration.
8.1	Programs: Junior Kids Camp Alexis provided the following update: - To date, Grace Ellery has received 4 registrations for the Kids' Camp. Grace will be posting flyers to promote the program within the community. - For insurance purposes, Alexis has asked that Grace provide a copy of all registrations for the club's records.
8.2	Programs: Singles Ladder Alexis provided the following update: - To date, the club has received 12 registrations for the singles ladder. - Brian Loney will oversee the program. - The singles ladder draw will take place at the May Open House.
8.3	Programs: Boot Camp See 7.2
8.4	Programs: Thursday Open Play proposal Alexis reviewed Lawrie Keillor-Faulkner's proposal to offer an open play session on Thursday mornings. During discussion, the following points were noted: - At this time, the club has programs running Monday, Tuesday, Wednesday and Friday mornings. Each program is designed to accommodate a specific skill level (beginner to advanced) and is well attended by members. - During July and August, Grace Ellery will have the use of 2 dedicated courts for the Junior Program on Sunday mornings. Grace has requested a dedicated court on one weekday morning. - In preparation for the upcoming season, Lisa Tooley has requested that a court(s) be made available for her clinics / lessons on an ongoing basis. Members acknowledged that Lisa's contributions to the club are valued by the membership and it is important to accommodate her request. In past seasons, Lisa's lessons and clinics have been oversubscribed and very well received by the membership. In response to the discussion, members agreed to the following motions and action items: ACTION: Alexis will encourage all conveners and club pros to track attendance as it is an indicator of program success. Conveners / club pros will also be asked to use the SKEDDA and/or Team Reach platforms as they ensure that the programs are managed in an effective manner. MOTION: It was MOVED by Lysa, SECONDED by Teresa, that 2 courts will be dedicated to an Open Play program on Thursday mornings from 9:00 – 11:00 a.m. CARRIED. (Note: This approach will provide both Grace and Lisa with one dedicated court on Thursday mornings.)

	• MOTION: It was MOVED by John, SECONDED by Teresa THAT a Pro Court be made available to Lisa Tooley for her lessons / clinics on Thursdays at 9:00 (or earlier), Saturdays at 9:00 a.m. (or earlier) and Sundays at 9:00 (or earlier). CARRIED. (Note: To provide Lisa with a dedicated court on Saturday mornings, the Open Play Program will have access to 3 dedicated courts.) • ACTION: In response to the above action items and motions, Alexis will follow up with conveners and club pros as required.
9	Winter Tennis Report During discussion the following points were noted: • On May 5, Alexis circulated the <i>Report on Winter Tennis 24/25 FFTC</i> and <i>Winter Tennis FFTC 2025 Balance Sheet</i> to Board members for information purposes. These reports were provided by Ham Keillor-Faulkner. • OTA has confirmed that the FFTC insurance policy covers participants who play in the winter program. However, the winter and summer programs cannot run concurrently. • It was noted that non-members participate in the winter program and that it may be appropriate for them to pay a prorated fee that would help cover the cost of FFTC insurance. This will be discussed at a future meeting.
10	Fundraising/Sponsorship Ideas No report.
11	Other Business Club Protocol: In preparation for the upcoming season, members agreed that a message should be sent out to the general membership to remind them that everyone is expected to respect everyone's court time and not disrupt or enter a court earlier than a program's start time or booking time. NEXT MEETING: June 10 @ 7:00