

Annual General Meeting

Minutes from the Annual General Meeting
Wednesday, November 21 at 7:00 pm
Dufferin Club

1. CALL TO ORDER

The 101st Annual General Meeting of the Dufferin Club was called to order at 7:20 pm by Chair, Gord McDonald.

2. ATTENDANCE & VERIFICATION OF QUORUM

There were 20 people in attendance, which just met the quorum of 20 required for the meeting. From the 2012 Board of Directors, Madeline James, Jean Solis and Sheana Espritu were absent. Sam Macaluso and Karen Blackmore, also on the board, were no longer members of the club.

3. IN MEMORIAM – FOR MEMBERS WHO HAVE PASSED AWAY

A moment of silence was held for Mel Plant (lawn bowler), who passed away this year.

4. APPROVAL AND ADDITIONS TO AGENDA

No additions to the agenda were proposed.

MOTION: Approve the agenda by Mike Lewis; seconded by Ron Stinson. Carried.

5. APPROVAL OF MINUTES OF THE ANNUAL GENERAL MEETING 2011

MOTION: Approve the minutes by Joe Godwin; seconded by Olive Martin. Carried.

6. BUSINESS ARISING FROM THE MINUTES

a) Contract with City

Brian Hughes reported that the new five-year contract will be presented to the Parks and Recreation committee on December 3 and then presented to City Council two weeks later for approval. Thanks to Mike Lewis, Ron van Pampus and Madeline James for all their hard work in the contract negotiations.

b) Request for money and/or labour from City

Tennis courts 1-3 were repaired this summer. Originally, Armor Crack Repair was to be completed over the entire surface of these three courts at a cost of \$26,000 with \$20,000 to be paid by the Tennis Club and \$6,000 by the City. Instead, only the worst areas were scraped, patched and painted. The total cost of the work was approximately \$14,000 and paid for by Tennis through their Court Repair Fund. The club hopes to apply Armor Crack Repair to all six courts in 2013 with the help from the City.

The Lawn Bowling Club had the boards along the greens replaced. The boards were purchased by the Lawn Bowling Club and installed with labour supplied by the City. The cost of the boards was reimbursed through the Dufferin Club's Capital Improvement Fund.

Thanks to Brian Hughes for the cooperation of Parks and Recreation in completing the work.

c) New Legislation for Not for Profit Organizations

No changes are in order; the club is currently in compliance with legislation for not for profit organizations.

7. CORRESPONDENCE

No new correspondences were received.

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8. RECEPTION OF REPORTS

a) Lawn Bowling

Joe Godwin reported on the 2012 season. One of the main goals was to increase the number of members. A flyer was posted at the Beckett Building and the club also gave a presentation at the Kiwanis Club. Both attracted new participants to come out and try the sport resulting in several new members. The club also offered a Recreational Membership for Tuesday evening play only, which resulted in four additional members. The total number of members increased from 48 in 2011 to 62 in 2012. The club hopes to continue to attract more new members in 2013. Tournament revenues also increased. No tournaments were cancelled this year. Next year the club would like to attract more sponsors and offer different sponsorship fees. Membership fees will also increase in 2013. See Appendix 1.

b) Lawn Bowling Finance

Income generated from membership fees, tournaments/socials and miscellaneous items totalled \$12,684.56. Expenses amounted to \$9,865.93, including \$1,336.32 for the purchase of boards for the greens. The cost of the boards will be reimbursed from the Dufferin Club's Capital Improvement Fund. As a result, the club was able to meet their revenue transfer commitment to the Dufferin Club. See Appendix 2.

c) Tennis

Pete Pongrac reported on a successful season. The total number of members increased from 254 in 2011 to 348 members in 2012. There were 167 new members. Tennis increased advertising, restructured membership fees whereby children joined free with adults and offered a \$20 discount during a week long Open House. On certain evenings, members had to wait for courts.

Courts 1-3 were repaired this season, a tennis mural was painted on the side of the building and a bulletin board added to the back gate for both clubs to use. The tennis court fences were secured down thanks to Brian Hughes and Parks and Recreation. The Tennis Club also provided free labour for the renovation of the downstairs hall and men's washroom. Thanks for Aldo Pignotta and Brendan Ringrose for donating their time for the renovations.

The club held four tennis-themed birthday parties that included on-court lesson/games and a birthday party inside. The goals for 2013 are to increase membership revenues, repair and repaint Courts 4-6, introduce PayPal and introduce some women's round robins/activities. See Appendix 3.

d) Tennis Finance

Ron Stinson summarized the Tennis finances. Due to the increase in the number of members, the club received \$27,979 in membership fees, an increase of more than \$4,600 over last year. The amount of money collected for guest fees however, was less than half the amount collected in 2011. The Junior Tennis Camps were successful this year, generating more than \$2,500 in income over last year.

The Tennis Club received a Brantford Community Foundation grant for \$3,907.04 to purchase a ball machine and cover the costs of buying and installing a court divider. Thanks to Andrea Hebb and Ron van Pampus for completing the proposal request.

Expenses were similar to last year, with the exception of advertising and repairs. In total \$3,284.29 was spent in 2012 on advertising, which was nearly \$3,000 more than last year. Numerous ads were placed in local newspapers and a mobile sign was stationed outside the club to attract more members. The club also spent \$2,367.35 on repairing/securing the court fences.

The Tennis Club has currently transferred \$21,000 to the Dufferin Club of Brantford. The club finished the fiscal year with a net surplus of \$1,141.73. Another \$4,000 still needs to be transferred to the Dufferin Club to cover winter expenses, which will result in a deficit of \$2,858.27 heading into the 2013 season.

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In terms of fundraising, income generated through various activities generated \$2,719 in income, down \$500 from last year. The club did spend \$14,288.75 on court repairs, leaving \$18,421.11 in the court repair fund. See Appendix 4.

e) Treasurer

Ron van Pampus reported that the Financial Report of the Dufferin Club of Brantford was close to the budget proposed at the beginning of the year and finished with a net surplus of \$1,070.75.

In terms of receipts received, student funding from the Government of Canada was \$762 less than 2011. Funding was provided for only six weeks instead of 10 weeks as in previous years. There was increased revenue from Murdoch Mysteries; the club requested an additional deposit to cover costs of cleaning the carpet soiled by the crew. The Province of Ontario funding was greater this year, but the amount only covers \$1,600 from the 2012 season with the remaining balance owing from 2011. There was also some carry over with the sewer rebate as well. Receipts totalled \$41,703.35, which is up slightly from last year. Another \$4,000 will be transferred over from the Tennis Club to cover winter expenses.

Expenses for ground maintenance were lower compared to 2011 but offset by the increase in groundskeeper charges. Insurance costs increased, corresponding to an increase in liability coverage. Telephone expenses increased as well; the Tennis Club had high speed internet installed during the season and is looking at implementing online registration/paypal next year so people can pay with credit cards. There is a \$70 fee every time the internet service is started/stopped. Overall, expenses were down from last year and totalled \$37,582.60.

The Capital Improvement Fund (CIF) currently has a balance of \$9,014.05. In 2011, \$3,050 was transferred into the account which represented 10% of gross revenue earned in 2011. Two withdrawals were made to the CIF account this year. The Tennis Club was reimbursed \$2,136.50 to cover the costs of supplies for the men's washroom renovations and the Lawn Bowling Club will be reimbursed \$1,336.32 for the cost of boards for the green's edging. The Club will need to transfer over 7% of membership income (a change from 10% of the gross revenue) to the CIF account by the end of the year. See Appendix 5.

f) Auditor/Financial Taxation Report

A notice to readers was attached to the financial statements from Sheana Espiritu to verify that both the general operating and capital improvement fund accounts have been verified and found to be in order. See Appendix 6.

g) Parks & Recreation

Brian Hughes reported that the budget process for 2013 has started. Parks and Recreation has requested \$25,000 for court repairs on behalf of the club. The long-term plan is to have the parking lot paved (including the installation of security lights) and a new lighting system installed on the courts and greens, which would be the club's top priority. This year there are lots of federal and provincial grants available for other projects the City has planned and hopefully that will free up money for the club.

The club extended congratulations to Brian on receiving a promotion to Acting Director.

One of the members noted that the drain on Court 6 may be clogged as rain water does not drain well; the drain may need to be inspected in the future to ensure water is draining properly.

MOTION: Accept all submitted reports by Ron Stinson; seconded by Joe Godwin. Carried.

9. NEW BUSINESS

a) Motion to add to the By-Laws of the Dufferin Club to conform with City of Brantford Municipal Policies on Smoking and Alcohol

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Gord McDonald requested a motion to add to the Club By-laws to conform to the City of Brantford municipal alcohol and tobacco policies. Board members would be personally liable if anything should happen if the by-laws are not amended. Conforming to the alcohol policies would require the Club to 1) seek permission from Parks and Recreation two weeks prior to an event involving alcohol, 2) obtain a special occasions permit from the LCBO, 3) have alcohol liability insurance (~\$5 million), 4) ensure a city representative is in attendance, and to 5) ensure all other requirements are met (control volume consumed, arrange for a safe transport home, etc).

Mike Lewis noted that these requirements are needed if the club is serving of alcohol. Most of the club's events are bring your own drinks. Brian Hughes iterated that the club would not need a city employee present since we, the board, represent the city. The club would still need permission from the City and a special occasion's permit from the LCBO, along with having liability insurance.

The smoking by-laws apply to the building only, not the grounds. However, the Ontario Lawn Bowling Association prohibits smoking on the greens.

MOTION: To add to the by-laws of the Dufferin Club of Brantford to conform with the City of Brantford municipal alcohol and tobacco policies by Mike Lewis; seconded by Ron Stinson. Carried.

b) Keys Control Of

Keys were handed out in the spring – 11 to Tennis and 8 to Lawn Bowling. Gord McDonald will pass on the list of bowlers with keys to Joe Godwin and Pete Pongrac has the list for tennis. All extra sets of keys should be collected for the winter except from those who need access to the club for winter inspections, etc.

c) Winter Inspection

Gord McDonald volunteered to complete winter inspection for the month of November. For the rest of winter, the volunteers are as follows:

- December – Mike Lewis (needs keys)
- January – Joe Godwin
- February – Pete Pongrac will ask Garry Horsnell if he is available
- March – Ron van Pampus
- April – Gord McDonald

10. ELECTION OF BOARD OF DIRECTORS 2013

a) First Vice Chair (Lawn Bowling)

Joe Godwin has volunteered for the position of First Vice Chair. Joe is also president of the Lawn Bowling Club and therefore an alternate director will need to be named.

b) Second Vice Chair (Tennis)

No volunteers have stepped forward to date from Tennis for Second Vice Chair.

c) Confirmation of Directors

The following directors were confirmed for 2013:

- Ron van Pampus – Chair and Treasurer (need alternate director)
- Andrea Hebb – Secretary
- Ron Stinson, Olive Martin, Madeline James and Lisa Marie Hooper – Directors
- Peter Pongrac – Tennis President
- Joe Godwin – First Vice Chair and Lawn Bowling President (need alternate director)
- Brian Hughes – Park and Recreation
- Sheana Espiritu – Tax and Financial Reporting

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MOTION: To elect the list of directors by Jean McDonald; seconded by Eleanor Thomson. Carried.

At least three more volunteers are needed for the Board. One is needed from Tennis for the Second-Vice Chair position. At least two more volunteers are needed from either club as alternatives for Ron van Pampus and Joe Godwin since they currently hold two positions on the Board.

Director positions are three-year terms and Madeline James has been a Director for more than three years. It would be nice to give Madeline a break, in which case an additional director would also be needed.

11. QUESTIONS AND COMMENTS

There were no questions or comments posed.

12. ADDRESS BY INCOMING CHAIR

Incoming Chair, Ron van Pampus, thanked Chair Gord McDonald for this leadership this past year. Ron also thanked Brian Hughes for his support and cooperation; the Board looks forward to working with Brian in the future. Ron then praised Joe Godwin and Pete Pongrac for overcoming many challenges as presidents of their respective clubs. Both have contributed to the growth of the club by bringing in new members and changing attitudes around the club. Ron concluded by thanking Andrea Hebb for all her hard work as secretary.

Moving forward, Ron has created a President's Circle that will be comprised of the Current Chair, Past Chair, Tennis President and Lawn Bowling President. The Circle will focus on ways to increase and promote the club. The first meeting will discuss and prioritize capital projects for 2013. Ron has started to research lighting requirements so the club can apply to the Trillium Foundation. In preparation for the 2013 budget, Ron will need a list of items that need to be repaired (e.g. water sprinkler, nets, windscreens) so that a request can be submitted to the Brantford Community Foundation.

Ron would also like the club to take out a membership in the Chamber of Commerce. Membership costs around \$277 and will provide opportunities to promote and garner support from larger organizations.

MOTION: To join the Chamber of Commerce by Ron van Pampus; seconded by Andrea Hebb. Carried.

As the club prepares for the winter, the lawn bowling benches/pile of wood stacked under the window at the front of the club will need to be moved to the secure area at the back of the club. The benches on the tennis courts will also need to be moved off the courts. Pete Pongrac will organize volunteers to move all the benches/wood at the same time the nets are finally taken down.

Ron noted that a new Director of Tax and Financial Reporting will be required. Sheana lives out of town and has two small children to care for and can no longer continue in this role much longer. Sheana has committed to staying on the Board as long as Ron is involved (two more years) unless the City can help in the interim. The position requires someone who is a chartered accountant. It would be expensive to hire an accounting firm (~\$2,500 a year) to do the monthly reconciliations, T4's and Canada revenue return filings. Ron may approach Millard, Rouse and Rosebrugh for a discount, as they are a sponsor of the Tennis Club.

13. NEXT BOARD MEETING

The next board meeting is set for Wednesday, January 30 at 7 pm (at the club). Both the Tennis and Lawn Bowling Clubs are to prepare estimates of their 2013 budget for this meeting.

14. ADJOURNMENT

MOTION: To adjourn the meeting by Olive Martin, seconded by Marie Sutton. Carried

The meeting was closed by Gord McDonald at 9:00 pm.

15. REFRESHMENTS

Refreshments were provided and served by the Lawn Bowling Club.

Minutes submitted by Secretary, Andrea Hebb.