

Annual General Meeting

Sunday, November 8 at 2:00 pm

Dufferin Club

AGENDA

1. CALL TO ORDER

The meeting was called to order at 2:10 pm by Chair, Joe Godwin.

2. ATTENDANCE & VERIFICATION OF QUORUM

There were 23 people in attendance, which exceeded the quorum of 20 required for the meeting. From the 2015 Board of Directors, Ron van Pampus, Chris Melling, Charles Nadjiwon, Vicki Armitage and Gary Maddock were absent.

3. IN MEMORIAM

A moment of silence was held for members who passed away this year.

4. APPROVAL OF MINUTES OF THE ANNUAL GENERAL MEETING FROM 2014

MOTION: Approve the minutes by Olive Martin; seconded by Garry Horsnell. Carried.

5. CONFIRMATION OF BY-LAWS OR RESOLUTIONS PASSED BY THE BOARD OF DIRECTORS DURING THE YEAR

No by-laws or resolutions were passed by the board during the year.

6. RECEPTION OF REPORTS

a) Lawn Bowling

Norm Vivash reported on behalf of lawn bowling. The club had a total of 44 members, 7 of which were new. Income generated from membership fees, tournaments/socials and miscellaneous items totalled \$10,200.04. Expenses amounted to \$9,887.75, resulting in a surplus of \$316.55. The club had committed to transfer \$10,000 to the Dufferin Club for common expenses but were short \$2,000.

Art Smith is the incoming 2016 President, Karen Jackson Vice-President, Jill Amos Secretary and Norm Vivash Treasurer. The cost of memberships next year will be increasing from \$125 to \$150 for returning members and from \$75 to \$85 for new members.

One of the greens requires a lot of work. There is currently a pile of sand that needs to be spread over the greens; a couple of machines needed for the work broke down.

b) Tennis

Cody Dennis reported for tennis. The club had a total of 222 members, including 149 paid tennis members, 60 children who joined free with an adult and 13 pickleball only members. The total number is down from 293 in 2014.

The club introduced pickleball, offering two weekly round robins and a year-end tournament. Participation was generally down in tournaments but the club did have a very successful charity tournament raising \$1957.50 through Racquets in to Smash Cystic Fibrosis.

Tennis negotiated a new contract with the tennis pro, wherein the club hired and paid wages for court staff helping with the camps and the tennis pro was paid a proportion of camp revenue

Annual General Meeting

after all other expenses were paid for. The club tried a new sign-in system, which improved tracking and collecting of guest fees.

Court 4 was repaired with financial assistance provided by the city.

The club applied for and was awarded a grant from the Brantford Community Foundation for \$2,704.13 to purchase tennis ball-shaped cinch bags, which were given to children registered in camps, two new tennis nets, pickleball equipment, a quick dry roller and new windscreens.

In 2016, the club will explore new avenues to increase the number of members, increase tournament participation and increase revenue.

c) Treasurer

The Dufferin Club financial statements were incomplete at the time of the meeting. Andrea Hebb provided a summary prepared by the Treasurer, Chris Melling. Revenue totalled \$23,000 with transfers from lawn bowling and tennis of \$8,000 and \$15,000 respectively. Tennis still needs to transfer at least another \$6,000 to the parent club to meet their commitment from earlier this year.

Expenses totalled \$33,021.90. To date, hydro costs totalled \$2,353.82, water \$3,969.27, greens keeper fees \$9,040.00, grounds maintenance \$2,353.82 and wages \$13,224.84. Insurance, which is approximately \$4,000 due in September, had not been paid.

The club is operating at a deficit this year but it is unclear how large the deficit actually is since the financial statements are not completed. The financial statements will be available on the club's website once approved by the board.

Mike Lewis stated there were only two meetings all year and proposed budgets for each club and the parent club were not presented nor approved. The club needs to raise enough money to cover costs and both tennis and lawn bowling need to cover their share of expenses. The board should devise a plan to remove the deficit at the next board meeting.

d) Chair

Joe Godwin tried to do things differently the last couple of years but unfortunately, they did not work out. Under his leadership, the board formed a committee to look at the club's by-laws and agreement with city. Mike Lewis thanked Joe for his work as Chair the past two years.

e) Parks and Recreation

No representative was present and thus no report was given.

7. APPOINTMENT OF AUDITORS / AUDITOR'S REPORT

Gary Maddock was unable to attend but did confirm he will be auditing the financial statements to verify that the bank account is in order. A notice to readers will be posted on the website once approved by the board.

8. ELECTION / CONFIRMATION OF BOARD OF DIRECTORS FOR 2016

a) Chair

Chris Melling, who was to succeed to Chair from First Vice-Chair, resigned due to work commitments.

MOTION: To elect Andrea Hebb as Chair by Mike Lewis, seconded by Norm Vivash. Andrea accepted. Carried.

Annual General Meeting

b) **First Vice-Chair**

Norm Vivash, who was to succeed from Second Vice-Chair to First Vice-Chair, resigned. No other volunteers from lawn bowling stepped forward for this position.

c) **Second Vice-Chair**

MOTION: To elect Robyn Cook-Ritchie as Second Vice-Chair by Cody Dennis, seconded by Lee Hendon. Robyn accepted. Carried.

d) **Treasurer**

Chris Melling resigned due to work commitments. Norm Vivash may volunteer for this position but would like to discuss the current procedures and protocols in place for the position.

e) **Secretary**

MOTION: To elect Karen Jackson as Secretary by Marie Sutton, seconded by Norm Vivash. Karen had previously accepted this position through email correspondence (Appendix 1). Carried.

f) **Directors**

MOTION: To elect Jill Amos as a Director by Marie Sutton, seconded by Marilyn Fletcher. Jill accepted. Carried.

Jill replaces Karen Jackson as a Director. Paul Bakker, Gerard McMullin and Marie Sutton remain as Directors. Art Smith joins the board as Lawn Bowling President. Cody Dennis Tennis President, Vicki Armitage Park and Recreation and Gary Maddock Tax and Financial Reporting remain on the board.

9. **UNFINISHED BUSINESS**

a) **Committee Update on New Dufferin Club Plans / Changes to the Constitution and Agreement with the City**

Mike Lewis presented a report on behalf of the committee regarding the proposed change of location for the Dufferin Club (Appendix 2). Mike provided some background on the proposed move along with what the Parks Board proposed for the new site. The new facility would include a one-story building in the middle of the property, two bowling greens by the street and six courts approximately 60 feet from the train tracks.

There is \$4.6 million allocated to remediate the brownfield. It would cost \$1.2 million to build what the club currently has on the new site; it would cost far less to stay put. Mike also listed the pros and cons of moving to the new site. Mike's report was presented to tennis at their closing party and members unanimously voted to stay. Charlie Nadjiwan and Joe Godwin presented to lawn bowling and members there did not decide one way or the other.

Mike proposed that his committee continue in 2016 and look at the constitution, agreement with the city and new Dufferin Club plans. If the club wishes to restructure and see improvements here, then the club needs to develop a multi-year plan to fix up the facility in stages. A representative from lawn bowling is also needed to join the committee with Charlie's departure; Marie Sutton indicated that Karen Jackson may be a viable candidate.

Marie Sutton stated the Cockshutt family gave the Dufferin Club property to the city to establish lawn bowling; tennis was added two years later. Is the city not bound to this agreement? Marie also expressed her dismay that no representatives from the city have attended a meeting at the club in the last two years.

Annual General Meeting

Members wondered why the City of Brantford could not provide more support to the club and provided recent examples of local government support for similar facilities elsewhere. Brant County recently took over the Lawn Bowling Club in Paris, the new lawn bowling and tennis facility in Ancaster was paid for by that city and Norfolk County helped pay for the new courts in Port Dover.

There was a question regarding the difference between the club and the Doug Snooks Eagle Place Community Centre. The Dufferin Club is a not-for-profit organization; the club has a contract with the city and run by volunteers. The community centre is run by the city.

b) Insurance Policy Review

Karen Jackson reviewed the insurance policy. She discussed a larger loss deductible with the agent but it would only result in a minimal decrease in the premium. She also discussed a 6-month policy to coincide with the club's operational time frame but it is against the club's agreement with the city. The club needs year-round coverage even though it is not open year round. There is also a snow removal clause, whereby the club is responsible for shoveling the sidewalks but the city is responsible for shoveling the driveway and parking lot (Appendix 3).

Note, Public Works usually shovels the front sidewalk, but the club is responsible for shovelling the walkways leading up to the club. There was a brief discussion about locking the front gates and installing a mailbox on the outside wall during the winter.

ACTION: Andrea Hebb to confirm with the city about shovelling and locking the gates.

10. NEW BUSINESS

a) Water Meter Reading / Sewer Rebate

The irrigation system was flushed a couple of weeks ago by the city. The water meter readings recorded today were as follows:

- Clubhouse 115270.5
- Sprinkler 05858.4

ACTION: Andrea Hebb to submit water readings to the city requesting a sewer rebate.

b) Key Control

It is unknown how many members and/or former members have keys to the clubhouse, many have not been returned or have went missing. The code to the clubhouse alarm was changed earlier this year, but each club will have to be more diligent in tracking who has keys in the future.

Norm Vivash investigated changing the lock to a number pad/combination system but it was too expensive due to the fire bar (~\$850). It would be most cost effective to change the lock mechanism in the current system (~\$100). The new board will have to look at changing the lock before the start of the 2016 season.

c) Year-Round Monthly Inspections

The volunteers for monthly inspections are as follows:

- November – Lee Hendon
- December – Lee Hendon
- January – Cody Dennis
- February – Garry Horsnell
- March – Marie Sutton (she received Joe Godwin's set of keys)

Annual General Meeting

- April – Robyn Cook-Ritchie
- May to October – Andrea Hebb

Inspection sheets should be filled out weekly. A list of emergency contacts can be found on the weekly inspection sheets located in the binder on the table in the upstairs hall.

d) Other

Norm Vivash bought and installed a new fan and replaced all the light bulbs in the upstairs hall. Light switches and thermostats have not been replaced nor new toilets installed in the women's washroom; the board approved this work on January 25. The toilets were fixed during the season as was a leaking sink drain. One toilet was still running at the time of this meeting. The valve was turned off for the winter.

Mike Lewis suggested forming a committee – two members each from tennis and lawn bowling – that are available to fix things around the club.

Also approved on January 25 was painting of the outside of the building. This work has not been completed but perhaps can be completed in the spring. The work would involve replacing the trim and painting the posts and building.

Safety concerns related to the light posts were identified. Lawn Bowling is weary of placing any equipment close to the poles in fear of the poles falling down. The last time the moisture was checked in the posts was over 15 years ago.

Finally, Joe Godwin submitted his resignation from the board effectively immediately; he may be moving to London at the end of the month (Appendix 4). Marie Sutton thanked Joe and wished him and Lisa Marie Hooper well on their future endeavours.

11. NEXT BOARD MEETING

At the call of incoming club Chair, Andrea Hebb. Marie Sutton offered the common room at her condo building as a meeting place due to the uncertainty of snow at the club.

12. ADJOURNMENT

MOTION: Adjourn the meeting by Jill Amos; seconded by Lee Hendon. Carried.

The meeting was closed by Joe Godwin at 4:00 pm.

13. REFRESHMENTS

Refreshments were provided by the Tennis Club.

Minutes submitted by Secretary, Andrea Hebb.