

Annual General Meeting – Tuesday, November 21 at 7:00 pm

Dufferin Club

MINUTES

1. Call to Order and Attendance

The meeting was called to order at 7:05 p.m. by Chair, Andrea Hebb.

2. Attendance and Verification of Quorum

There were 25 members in attendance, which exceeded the quorum of 15. From the 2017 Board of Directors, Andrea Hebb, Robyn Cook-Ritchie, Norm Vivash, Pete Pongrac, Karen Jackson, Gary Maddock and Vicki Armitage were present. Dave Cureatz was absent. There were also three non-members in attendance.

3. In Memoriam

A moment of silence was held for members who passed away this year, including former member Earl Howie.

4. Approval of Minutes of the Annual General Meeting from 2016

MOTION: To approve the minutes from the November 24 meeting by Lisa Adams; seconded by Merv Sheppard. Carried.

5. Confirmation of Bylaws or Resolutions passed by the Board of Directors during the year

No resolutions or changes to the bylaws were passed by the board this year.

6. Reception of Reports

a) Lawn Bowling

Karen Jackson, Lawn Games Coordinator, reported on lawn bowling (see Appendix 1). Memberships and tournament participation was down across Ontario except for those clubs with really good greens and a bar. The club lost two sponsors and the OLBA provincial playdowns. Losing the playdowns was due to the state of the greens.

Andrea Hebb thanked Karen for liaising with bowling members/tournament coordinators and attending the District 3 and OLBA meetings on behalf of the club. Andrea also proclaimed Karen kept her title as Queen of Weeds and could often be found out on the greens pulling dandelions and doing other greens related maintenance.

b) Tennis

Peter Pongrac, Racquet Sports Coordinator, reported on tennis and pickleball (see Appendix 2). Tennis had a good year despite the wet weather and court conditions. Court 6 was repaired and Courts 1 and 5 were repainted. Tournament participation was down; only one tournament ran. The round robins had decent participation throughout the summer as did pickleball and ladies night. The Cystic Fibrosis fundraiser was very successful and summer camps were very well attended. Peter thanked David Cureatz Aldo Pignotta, Garry Horsnell and Lee Hendon and the

rest of the board for all their help around the club. Peter also thanked Dave Stewart, the club pro, and staff for all their hard work this season.

Andrea Hebb thanked Peter for all his work this year around the club and promoting the club and sport of tennis. Andrea also thanked Peter and Lee for volunteering their time to attend Canada Day at Lions Park.

c) Treasurer

Norm Vivash reported on the financial statements (see Appendix 3). Both tennis and lawn bowling memberships were down this year but there were significant savings on utilities. The building was winterized and heat turned down in the off-season. The telephone/internet was disconnected for the winter and the contract renegotiated for the season. The club also saved on water by servicing only one green and it was also a very wet spring and summer.

Revenue from camps was higher this year than last and the club also received more funding, including \$12,083 from Canada Summer Jobs for student funding and \$2,079 from the Brantford Community Foundation to buy equipment to maintain the lawn bowling greens (edge trimmer and backpack blower), sports equipment for the camps (lawn games and pickleball equipment) and supplies for existing programs (new tennis net, two new whiteboards, a bulletin board and new yard bins for grass clippings).

Total revenue and expenses amounted to \$56,152 and \$45,328 respectively, resulting in a net surplus of \$10,824.

MOTION: To accept the financial statements by Lisa Adams, seconded Garry Horsnell. Carried.

Andrea Hebb thanked Norm for not only keeping the finances in order but also for the general repairs and maintenance he has done around the club and for his involvement with negotiations/meetings with the city.

d) Auditor's Report

Gary Maddock, Director of Tax and Financial Reporting, reconciled the general operating, Capital Improvement and Court Repair Funds and verified the bank account is in order. A notice to the readers is attached to the financial statements (see Appendix 3). He spoke about the general bookkeeping and using Quickbooks Online for continuity from year to year. Gary informed members he is available any time if they have questions.

Andrea Hebb thanked Gary for all his work this year. In addition to reconciling the books, Gary also does the payroll, source deduction remittances and files the club's year-end income tax – all for free.

e) Chair (Andrea)

Andrea Hebb provided a general report about the club and spoke about the difficult year (see Appendix 4). Andrea outlined the two new policies the board passed during the off-season and highlighted the events, major projects and user statistics.

Andrea introduced the current board and explained some of what the board did during the year under each position and again thanked them for all their time and effort put forth over the course of the year. In addition to the board members acknowledged earlier, she thanked Robyn

Cook-Ritchie, who sat in the Past Chair position and Dave Cureatz, Vice Chair. Robyn was responsible for the successful student funding applications; assisting with other grant applications; hiring, scheduling and training staff and related administration and also took on many duties of the secretary as well. Dave, who along with his wife Christine, canvassed prizes for and volunteered to man the booth at the CARP Trade Show.

Andrea also thanked Mike Lewis for his contributions to the board. Mike was a member of the Management Agreement Sub-committee with Norm and involved with negotiations with the city and attended various meetings and information sessions on behalf of the club.

Karen Jackson thanked Andrea for what she does all year and how it is unsung.

Before turning it over to Brian Hughes for a short report, Andrea thanked Parks staff for completing minor repairs to the building, aerating the north green, spreading sand in the fall and providing advice related to the maintenance of the greens and equipment.

f) Parks and Recreation

Brian Hughes, Director of Parks Services, thanked the club for all their hard work and hurdles along the way in his 16 years of working with the board. He is here to answer any questions member have related to the management contract with the city, which will be discussed next.

7. Unfinished Business – Management Contract with City

Mike Lewis, Management Agreement Sub-committee member with Norm Vivash, spoke about the discussions with the city regarding the management agreement, which expires on November 30 (see Appendix 5). During the meetings it became apparent that the city would not negotiate individual items and it was proposed for the city to take over the maintenance and operation of the facility. The board agreed and provided written notification of this to the city in May. Parks is prepared to take over the maintenance of the property as long as the City Council agrees during the budget process in December. If city council does not approve Dufferin Park as an unmet need in the budget process, Parks will close the facility and maintain minimally (i.e. cut the grass and heat the building). If the unmet need is approved, the city will operate and maintain the facility for the 2018 season. The third option, also pending council approval, will be for the city to maintain the facility in 2018 and then start plans for developing a new facility. To refinance rebuilding a new facility elsewhere (e.g. Pearl Street, Northridge), Parks staff have proposed selling three-quarters of Dufferin Park for high-density residential development.

Brian Hughes stated it is harder and harder to find volunteers these days and the lease with the city had expired. There is a lot going on in the city, which might affect the club. There are properties throughout the city coming available where tennis and pickleball can be situated. Ball park figure to rebuild is around \$2 million, which could be offset by selling part of the park. Part of the problem with maintaining the greens to tournament level is not being able to spray pesticide at the current site. If the greens were moved to Northridge, for example, they have the licence to spray on site and there is also a licensed bar. There is lots of room there, even for tennis. He feels the club is on the right track with the City running the club for a couple of years with consultation from the club.

Lisa Adams asked if it would not be cheaper to redevelop the current site. Brian said the whole park needs to be redeveloped including the building, ball diamond and playground. Lisa also stated it would be an easy extension for the city to run the tennis camps and put in their brochures and on their website. The plan is for Parks to just maintain the facility, with the club running the programs. The city does not have the resources to run programming in 2018, but could run camps or other programming in the future if the club or other users/community groups do not want to run them.

Jessica Vance asked how the city taking over the club affects the schools. Brian replied that the city has a joint agreement with the school board and the schools can still use the facility.

Garry Horsnell asked what would happen to BCSSAA High School tournament if the club closes and what does Parks and Recreation want to do? Brian wants what is best; there are many ideas, but the funding is not there. This park could be sold to pay for a new facility elsewhere; a brownfield cannot be sold to build homes but a park can. Garry also asked if the city can legally sell the land.

Diane Pope asked if the city runs the facility, could lawn bowling still run OLBA tournaments. Brian said yes. Diane also asked if moving to the Pearl Street site was definite; Brian replied no. Norm Vivash asked if the club could use the building for tournaments and Brian did not see any problems with that.

Richard Williams did some research on the chemicals dumped at the Pearl Street site and expressed concern with young children, seniors and students playing on the brownfield sites due to the evaporation of free radicals when it is hot. Brian stated the soil on the site has been remediated and currently meets Ministry of the Environment standards. The site will be a park regardless if the club moves there or not.

Jim Thomson stated without weed control the lawn bowling greens cannot be maintained at the current site and moving to Northridge would be a great location. Brian stated it would cost \$120,000 to build a new green at Northridge, but the expertise and a clubhouse is already there.

Tony Lynch asked why move the facility? Brian explained the Dufferin Club does not have a management agreement with the city anymore and therefore the city can move the club anywhere. Someone asked if the city has a buyer yet for the land, and the answer was no.

Jessica Vance asked if the club could be split. Yes, that is an option. What exactly does the city own? Tree line to the road, including the soccer field and baseball diamond.

Eileen Gayton, past president of the Ballantrae Tennis Club in Stouffville, said their club had problems finding people for the executive and the city stepped in. The Recreation Department took over the operation with a memorandum of agreement. The club ran the programs, except for camps, and set the club hours. The city set up the nets, windscreens and handled camp registrations. The club is open to the public and has very low fees (\$50). The city of Stouffville built a new building for the club to use. She realized Dufferin's clubhouse needs to be accessible. Brian and Vicki Armitage agreed that this has to happen but not immediately. All public buildings have to be accessible by 2020/2021.

Brian finished the discussion by saying he would like to see us just being able to recreate and not worry about the maintenance. The city would take care of all repairs and maintenance. Brian also said phase one would be to run the club at the current site; phase two would be to move the club.

Options are being presented to the Estimates Committee meeting on December 13. Lisa Adams asked when there would be user consultations during the site design process to which Vicki said there would be online surveys and public meetings.

Tony Lynch wanted to know if the OTA could help but the club does not qualify because of the condition of the courts.

Paul Bakker asked what would happen if the city denies funding. Without funding, the facility would not open.

Murray Kwint stated we need to do something tonight to decide what is going to happen for 2018. The structure of the club may be gone tonight and we need to decide what to do in terms of a new board.

8. Board of Directors for 2018

Robyn Cook-Ritchie reiterated that the management agreement with the city is up and the Dufferin Club Board of Directors gave Parks and Recreation notice in May the club would not resign the agreement as written. The entire board is done their terms or not willing to continue on. The board sent an email to notify members that if they wanted to step up and be on the board they needed to do so by October 10. To date, no one has offered to continue on. The club can continue as a user group and sign an agreement with the city if there is a board to do so. If no one steps up, the board will put forth a motion to dissolve the Dufferin Club Corporation. The corporation does not have to exist and it can dissolve; a random group or even an individual can negotiate with the city to use the facility.

Andrea Hebb opened the floor for nominations for 2018 Board of Directors. The club needs a new chair, secretary, treasurer, and both a racket sports and lawn games coordinator.

No one came forward.

Andrea stated that although there are seven positions on the board, the club needs a minimum of five individuals to update the RN1 form with the government - President, Secretary and three Other Directors. If the corporation is dissolved, the club would not be able to apply for student funding. Robyn added that the club has mainly been operating using government funding. The summer camps rely on student funding and volunteers but if the club does not have the volunteer base moving forward, student funding will take a hit. It is also not fun managing students. Norm Vivash noted that the remaining money in the bank will have to be distributed if the corporation dissolves.

There was another call for nominations from the floor.

MOTION: To nominate Aldo Pignotta for Chair by Gerard McMullin; seconded by Andrew Lassau. Aldo accepted. Carried.

MOTION: To nominate Richard Williams for Vice Chair by Aldo Pignotta; seconded by Andrew Lassau. Richard accepted. Carried.

MOTION: To nominate Andrew Lassau for Secretary by Aldo Pignotta; seconded by Garry Horsnell. Andrew accepted. Carried.

MOTION: To nominate Norm Vivash for Treasurer by Mike Lewis; seconded by Murray Kwint. Norm accepted. Carried.

MOTION: To nominate Karen Jackson for Lawn Games Coordinator by Mike Lewis; seconded by Garry Horsnell. Karen accepted. Carried.

Garry Horsnell agreed to take on the Racquets Sports Coordinator position. Andrea Hebb will be staying on as Past Chair; Gary Maddock had previously agreed to remain as Director of Tax and Financial Reporting.

9. New Business

a) Dispersal of Funds

As per the management agreement, the city is entitled to half the funds in the Capital Improvement Fund (CIF) upon termination of the agreement. If the city deemed that the club has not kept up the building and facility to their standards, they are entitled to funds from the club's portion of the CIF to complete those repairs. The city has indicated they will likely require the entire CIF for repairs and the board proposed a motion from the floor to transfer the entire CIF to the city. The city has indicated if the club gives them the money, it will be used for the club and not spent elsewhere.

MOTION: To transfer the entire CIF to the city by Lisa Adams. Not carried.

Floor suggested only giving the portion required at this time and requested a list of repairs and their costs be sent to the board if the city requires more.

The club also has a Court Repair Fund (CRF) that was collected through donations and sponsorships for the specific purpose of repairing the courts. The board proposed a motion to the floor that the entire CRF be passed to the city under the condition that the money is used for court repairs. The floor suggested that this decision be up to the new board.

b) Other

Members were reminded to return any keys they had to the facility and to take any personal belongings with them. The club may not have access to the building after November 30.

Norm Vivash indicated that the city will be looking after winter inspections.

Diane Pope, Lawn Bowling Tournament Co-ordinator, thanked everyone for their work and support in running the OLBA tournaments. Diane also thanked Andrea Hebb for running pickleball Tuesday nights; it was quite enjoyable!

10. Adjournment

MOTION: To adjourn the meeting by Lisa Adams; seconded by Eleanor Thomson. Carried.