



SAANICH TENNIS CLUB

MINUTES

ANNUAL GENERAL MEETING, NOVEMBER 21, 2010

President Jane Cunnington called the meeting to order at 11:25 AM. Twenty-three members were in attendance.

MINUTES OF THE NOVEMBER 8, 2009 AGM

No business arising from the minutes.

Moved by Jim Howie, seconded by Errol Collinson that the minutes (available on the Club website) be approved. Carried.

REPORTS

1. Membership Report. Shirley McCrodan reported that the Club had 154 adult members and 21 junior members in 2010 for a total of 175.

Shirley noted that after four years she was giving up her Membership Coordinator duties due to time pressures. On behalf of all members Jane thanked Shirley for all her work in this essential and demanding position.

2. Treasurer's Report (attached: see 2010 Financial Highlights).

Moved by Roz Hill, seconded by Dave Metcalfe that the Interim Financial Statements be approved. Carried.

Bill Code noted Sylvia Fong's continued support for the Club, both financial and through her regular attendance at and contribution to events.

3. Outdoor Program Report. Bill Code reported that the 2010 outdoor program was very successful.

Change Partners: Two events were held (down one from 2009). Bill noted that a third could easily be added if the demand was evident and someone volunteered: it is straightforward to run (and free).

Davis Cup: Jane and Shirley managed this event. Bill plans for one in 2011.

Club Tournament: Bill noted that this was a particular success as 48 members, almost one third of all members, participated with late entrants having to be turned away.

Mixed Triple Knockout: Bill reported that this new event was a great success attracting 16 members (8 teams). He plans to double the size next year.

Love 50: Rain interrupted the schedule here but all matches were completed.

Drop-ins: Bill noted that attendance was generally good although light at the Thursday General drop-in and at the new Saturday Advanced drop-in.

Moved by Shirley McCrodan, seconded by Martha O'Brien that the Saturday evening drop-in be changed from an Advanced to a 'General' drop-in. Carried.

4. Junior Clinic Report. Min Pak was absent. Report is attached.

5. President's Report. Attached.

NEW BUSINESS

1. Proposed Fee Increase. In light of the considerations outlined in Jim Howie's report regarding the need to build cash reserves to finance major court repairs, the Executive had proposed and it was

Moved by Mike Meagher, seconded by Roz Hill that annual fees be increased as follows: Adult from \$60 to \$75: Family from \$120 to \$125: Junior unchanged at \$25.

After discussion and clarification,

Moved by Errol Collinson, seconded by Jim Howie that the motion be amended as follows: 'Family from \$120 to \$150'. Carried.

2. Update re: Clubhouse deck extension. Gary Eggen advised that adverse weather had prevented the planned construction in Spring 2010 and that volunteers have been lined up for a March, 2011 construction schedule. Jane confirmed that, after a lengthy interaction with Saanich officials, no permits are needed for the deck project.

3. Pet Control.

Bill Bradley noted that on several occasions members' dogs had created unpleasant circumstances at the Club, e.g., close dog-food encounters while members were eating on the deck. He urged that members be required to keep their dogs under control. Karen Taber suggested a gate to keep dogs off the deck. Bill Code noted that the Executive had discussed this issue and had concluded that rather than establishing detailed rules the 2011 Newsletter should include a general statement on what was expected of member's regarding pet control.

4. SITA.

Mike Meagher expanded his verbal report at the AGM with subsequent info as follows: Victoria regional training program: SITA is funding a regional training program to develop top south Island players who could then move to the planned Tennis Canada Western National Training Centre in the lower mainland.

Development of new/expanded indoor tennis facilities: Per Tennis BC the most effective way to promote this cause is to apply to Tennis Canada/Tennis BC's joint facility committee for \$5-15K for a consultant to prepare a feasibility study; such studies greatly facilitate the municipal government decision-making process. Additional seed dollars may be available providing the facility has a minimum of six courts.

Other: SITA has established a Junior Player Award. The Award is intended to encourage fair play, skills and willingness to help among juniors on the South Island

Mike also drew members' attention to four albums/books assembled by past members (mainly Sylvia Fong) that chart the Club's history and development. He passed the material to the Secretary pending a decision on the safekeeping of the Club's archives/records.

ELECTION OF 2011 EXECUTIVE

Errol Collinson, substituting for an absent Doug Smith, noted that two email solicitations to members seeking nominations for Executive positions had produced no candidates and that each member of the current Executive had agreed to stand.

Moved by Bill Bradley, seconded by Tim Ebata that the 2011 Executive be elected as follows:

President	Jane Cunnington
Vice President	Bill Code
Secretary	Alan Puttee
Treasurer	Jim Howie
Director	Gary Eggen
Director	Sunny Schlagintweit
Carried	

Note: The Past President (Doug Smith) is a member of the Executive but is not elected as he is ex officio.

Jane encouraged members to consider taking on the Membership Coordinator role.

2011 BUDGET

See 2011 Budget as Amended and Approved in Treasurer's Report, attached.

Moved by Jim Howie, seconded by Errol Collinson that the Saanich Tennis Club 2011 Budget be adopted as amended and approved. Carried.

Mike Meagher noted that since the clubhouse construction had been financed by Lottery funds the Executive should explore similar funding for the court repairs. Errol Collinson responded that lottery funding was not now available since the Club does not own the land.

Moved by Jane Cunnington, seconded by Martha O'Brien that the meeting be adjourned. Carried.

President's Report, 2010 AGM

2010 has been a robust year for Saanich Tennis Club as we steadily continue to attract attention and increase our membership, drawing new members of all levels.

We decided early on in the year that court repairs were not required due to a mild winter although some patching was undertaken by Dale McGregor's company. However as an executive we have decided we have no choice but to address the repair of the courts long-term and to this end have written to Saanich requesting a shared cost arrangement for major court resurfacing and repairs. The executive is therefore recommending the increase to membership and tournament fees, so we can continue to build our reserves. We very much hope the membership will endorse this going forward.

Jan Jarmula kindly drew up plans for a deck extension that we hoped could take place in March, however poor communication from Saanich and busy work schedules put our plans on hold. We very much hope to undertake this work in spring 2011, at the very least the deck badly needs to be stained.

April we opened with a bang and thanks to many volunteers and the stellar organizing talents of Bill Code the club hosted many fun and competitive events, even adding a popular Triple Mixed knockout in August to our mix.

Drop-ins continued to be popular although the additional Saturday evening time slot did not attract many and probably just needs more exposure.

We were finally successful getting Saanich to agree to moving the Sunday public hours to Saturday.

Tennis has moved indoors now thanks to Doug Smith, Alan Puttee and Jim

Howie who book courts and organize the Sunday morning drop-in at Cedar Hill. A big thanks to them.

I would like to thank all those volunteers who put time into making the club run efficiently from those who keep it clean, stock the beer fridge, mow the lawn, take the recycling to those who organize events large and small. The club cannot run without those who step forward to give of their time and you all make it a better place.

I would like to thank our excellent executive, Bill, Jim, Alan, Doug, Gary, Sunny and Terri for the time they have put into planning, organizing and sending countless e-mails. My job is small because they all do so much.

Lastly the club owes a huge debt of gratitude to outgoing membership coordinator Shirley McCrodan who for the past four years has put in countless hours making sure the membership side of things runs smoothly. We wish Shirley more tennis and less stress and please accept our thanks for all you have done.

Here's to another successful year, new and familiar faces, and love through great tennis!

Respectfully, Jane Cunnington

JUNIOR CLINIC REPORT

Annual General Meeting, November 21, 2010

Clinic dates:

- June 2, 9, 16, 23 (4:00 - 5:30pm)

Total number of juniors signed up:

- 10 juniors were signed up for the clinic;
- 4 of the 10 juniors were ages 6 and 7, the rest were older;
- clinic split into 2 groups (6/7 year olds together in one group and the older juniors in another group);
- Byron and I took turns helping Kerry with the younger group;
- we received positive feedback from both kids and parents of 6/7 year olds; the kids had fun and expressed interest in signing up again next year;
- have not received any feedback from the older group (but also did not formally ask for feedback).

Expenses:

➤ Coaching Fees (Kerry Chan)	\$240.00
➤ Clinic Treats	<u>82.26</u>
➤ Total expenses	\$322.26

Recommendations:

- in future have 2 different sessions (beginner and intermediate); difficult for 1 person to effectively coach different age groups and skill levels at the same time;
- make session times 1 hour each (e.g. beginner session 3:30 - 4:30, intermediates 4:30 - 5:30).

Min Pak



Saanich Tennis Club
Annual General Meeting, November 21, 2010

TREASURER'S REPORT

2010 Financial Highlights...

From January 1 to November 21, 2010, (see balance sheet) STC current assets (including cash and term deposits) grew from \$12,371 to \$14,267 – an increase of \$1,896 over the 10 ½ months. In addition, a new ball machine was purchased early in the year at a cost of \$2,690 to the club.

Another large influx of new club members resulted in an increase of just over \$1,000.00 in membership revenues from 2009 to 2010 (see income statement). This, combined for the most part with much lower than anticipated costs for courts and clubhouse maintenance (no crack repairs or deck staining were undertaken this year) contributed to STC's net income of just over \$4,100 in 2010.

Looking at capital expenditures, after factoring in purchase of the new ball machine the delays in undertaking planned clubhouse improvements (budgeted at \$2,000.00) contributed to the net cash surplus of \$1,896 in 2010.

Overall, STC continues to (slowly) grow its cash reserves while covering costs of basic courts and clubhouse maintenance and purchase of essential assets such as the fridge and ball machine. However, at some time in the near future major improvements to the tennis courts will be required; and proposed changes to the budget are intended to ensure that STC will have the cash on hand to undertake those improvements. (*November 21, 2010*)

2011 Budget as Amended and Approved at Nov. 21 AGM...

The amended and approved budget (copy is attached) reflects the following revenue and expenditure assumptions:

- Membership dues... to increase from \$60 to \$75 for individuals; \$120 to \$150 for families; and no change to junior membership fees (\$25);
- Tournament entry fees... from \$5 to \$10 for the 1st event; plus \$5 for each additional event;
- Minor court repairs... \$500 for filling and spot painting cracks on the tennis courts; and,
- Clubhouse improvements... an (unspent) amount of \$2,000 (plus \$500 for deck stain) was approved by the membership in 2010 for rebuilding and extending the clubhouse deck.

The proposed dues and fees increases, together with the previously approved expenditures will leave the club with an estimated net cash surplus of approximately \$3,000 at the end of 2011. This is in addition to STC's current cash assets of \$14,000 and change.

Please note, what is NOT addressed in the above budget discussion is the need for STC to undertake major court repairs and resurfacing in the next few years – at a cost of something more than \$20,000. We have asked for funding assistance from Saanich for this purpose; in the meantime we need to continue to build cash reserves in the event that STC has to take on the full cost of these major repairs. (*November 22, 2010*)

Jim Howie, Treasurer

Saanich Tennis Club
Interim Income Statement
For the 10 1/2 Months Ended November 21, 2010

	2010 Actuals	2009 Actuals
Revenue		
Membership Dues	\$ 9,095.00	\$ 7,915.00
Guest Fees	27.00	-
Interest Income	61.22	236.88
Other Revenues ^{1.}	886.00	615.00
Total Revenue	\$ 10,069.22	\$ 8,766.88
Operating Expenses		
Tennis BC Memberships	\$ 2,167.20	\$ 1,758.75
Maintenance Expenses (incl. Court Cleaning or Repairs)	159.26	493.50
Water & Hydro Expenses	264.13	400.87
Insurance Expense	605.00	575.00
Newsletter & Stationery	185.33	173.15
Tennis Balls Expenses ^{2.}	459.85	569.41
Club Tournament ^{3.}	589.01	617.31
Junior Tennis Clinic Expenses	322.26	390.43
Social Events (Mx3KO Tourney)	95.10	-
Website	-	-
Other Expenses ^{4.}	636.09	496.09
Depreciation Expenses ^{5.}	481.68	171.51
Total Operating Expenses	\$ 5,964.91	\$ 5,646.02
Net Income/Loss	\$ 4,104.31	\$ 3,120.86

=====

Capital Expenditures & Cash Situation

Court Improvements	\$ -	\$ -
Clubhouse Improvements	-	-
Purchase of Equipment & Appliances ^{6.}	2,690.24	1,524.78
Less Depreciation Expenses	(481.68)	(171.51)
Net (Cash) Surplus/Deficit	\$ 1,895.75	\$ 1,767.59

1. For a breakdown of other revenues, see attached Schedule of STC Other Revenues - 2010.
2. For a breakdown of tennis ball expenditures see attached Schedule of STC Tennis Balls Expenses - 2010.
3. For more on tournaments finances, see Schedule of STC Tournament Revenues/Expenses - 2010.
4. For a breakdown of other expenses, see attached Schedule of STC Other Expenses - 2010.
5. For more on depreciation of club assets, see attached Depreciation Schedule - STC Capital Assets.
6. Includes purchases of Ball Machine (2010 - \$2,690.24) and Fridge (2009 - \$872.97). Purchase of the Weber BBQ (2008 - \$651.81) was first reported under Other (Operating) Expenses in 2008, then restated (see Balance Sheet) as a Capital Asset in 2009.

Saanich Tennis Club
Interim Balance Sheet
November 21, 2010

ASSETS	Up to... 21-Nov-10	FY End... 31-Dec-09
Current Assets		
Cash: Coast Chequing - Comm. 100 Acct.	\$ 5,828.48	
Coast Regular Savings 200 Acct.	1.15	\$ 3,991.32
Term Deposits: Better-than-Cash GIC 707	1,328.54	1,314.09
Short-Term GIC 708	7,003.75	8,332.29
Pre-Paid Accounts - Petty Cash		100.00
Membership Shares - Coast Capital		5.00
Total Current Assets	<u>14,266.92</u>	<u>12,371.17</u>
Capital Assets		
Equipment & Appliances ¹ :	4,215.02	1,524.78
Less: Accumulated Depreciation	718.37	236.69
Total Capital Assets	3,496.65	1,288.09
Total Assets	<u>\$ 17,763.57</u>	<u>\$ 13,659.26</u>
LIABILITIES & MEMBERS' EQUITY		
Liabilities		
Accounts Payable	\$ -	\$ -
Prepaid Memberships	60.00	60.00
Total Liabilities	<u>60.00</u>	<u>60.00</u>
Members' Equity		
Equity as at Beginning of Period ² :	13,599.26	9,891.77
Add: Net Adjustments for 2008 Capital Purchases ³ :	-	586.63
Add: Net Income for the Year ⁴ :	4,104.31	3,120.86
Increase in Members' Equity	4,104.31	3,707.49
Total Equity	<u>17,703.57</u>	<u>13,599.26</u>
Total Liabilities & Members' Equity	<u>\$ 17,763.57</u>	<u>\$ 13,659.26</u>

1. Weber BBQ (2008 - \$651.81); Kenmore Fridge (2009 - \$872.97); Ball Machine (2010-\$2,690.24).

2. Reported as at January 1, 2010 and January 1, 2009.

3. Adjustment to record identification of Weber BBQ bought in 2008 as capital asset. Purchase price in 2008 (\$651.81) minus depreciation in 2008 (\$65.18) equals net adjustment (\$586.63) to STC Members' Equity.

4. Reported as at November 21, 2010 and December 31, 2009..

Schedule of STC Other Revenues - 2010

Account: 405 - Other Revenues	2010	2009
Donation - Sylvia Fong...	\$ 100.00	
Park festival honorarium...	100.00	
Club Tournament - entry fees...	400.00	
Love 50 & Mx3KO tourney receipts...	286.00	
Total: Other Revenues	\$ 886.00	\$ 615.00

Schedule of STC Tournament Revenues/Expenses - 2010

STC Club Tournament	2010	2009
Revenues		
Tournament Fees (@ \$5.00/event)	\$ 400.00	\$ 385.00
Expenses		
Tennis Balls - Club tournament...	302.24	
Club Tournament - trophies, etching etc...	\$ 548.80	
- scheduling software...	40.21	
Total: Expenses	891.25	931.02
Net Surplus/Deficit	\$ (491.25)	\$ (546.02)

STC Love 50 Tournament	2010	2009
Revenues		
Tournament Fees (@ \$5.00/event)	\$ 180.00	\$ 78.00
Expenses		
Tennis Balls - Love 50 tournament...	107.25	
Other Expenses - Trophies and related...	\$ 212.44	
- Indoor court rental...	147.00	
- Food and related...	55.02	
Total: Expenses	521.71	240.47
Net Surplus/Deficit	\$ (341.71)	\$ (162.47)

Schedule of STC Other Expenses - 2010

Account: 510 - Other Expenses	2010	2009
Lock Doctor - changes to club locks...	\$ 89.25	
Love 50 trophies, food and indoor courts...	414.46	
Registrar of Companies - Annual reports...	25.00	
Replacement squeegee blades for courts...	26.84	
Miscellaneous - club supplies etc....	80.54	
Total: Other Expenses	<u>\$ 636.09</u>	<u>\$ 496.09</u>

Schedule of STC Tennis Balls Expense - 2010

Account: 505 - Tennis Balls Expense	2010	2009
Club tournament - tennis balls...	\$ 302.24	
Love 50 tournament - tennis balls...	107.25	
Other events - tennis balls...	50.36	
Total: Tennis Balls Expense	<u>\$ 459.85</u>	<u>\$ 569.41</u>

Depreciation Schedule - STC Capital Assets

		Original Cost	Yearly Depreciation	Depreciation Expense	Accumulated Depreciation	Net Book Value
Weber BBQ ^{1.}						
	2008	\$ 651.81	10.0%	\$ 65.18	\$ 65.18	\$ 586.63
	2009		20.0%	130.36	195.54	456.27
	2010		20.0%	130.36	325.91	325.91
	2011		20.0%	130.36	456.27	195.54
	:		:	:	:	:
	:		:	:	:	:
Kenmore Fridge ^{2.}						
	2009	\$ 822.97	5.0%	\$ 41.15	\$ 41.15	\$ 781.82
	2010		10.0%	82.30	123.45	699.52
	2011		10.0%	82.30	205.74	617.23
	2012		10.0%	82.30	288.04	534.93
	2013		10.0%	82.30	370.34	452.63
	:		:	:	:	:
	:		:	:	:	:
Tomko Ball Machine ^{3.}						
	2010	\$ 2,690.24	10.0%	\$ 269.02	\$ 269.02	\$ 2,421.22
	2011		20.0%	\$ 538.05	807.07	\$ 1,883.17
	2012		20.0%	\$ 538.05	1,345.12	\$ 1,345.12
	2013		20.0%	\$ 538.05	1,883.17	\$ 807.07
	2014		20.0%	\$ 538.05	2,421.22	\$ 269.02
	:		:	:	:	:
	:		:	:	:	:
1. Converted to capital asset in 2009. Depreciated over five years using straight-line depreciation.						
2. Depreciated over ten years using straight-line depreciation method.						
3. Depreciated over five years using straight-line depreciation method.						

Saanich Tennis Club
2011 Budget As Approved at AGM - November 21, 2010
(Actual Revenue and Expenses 2010 as at November 21, 2010)

	Actual Revenue and Expenses 2010	Approved 2010 Budget	Preliminary 2011 Budget on Nov. 21, 2010
Revenue			
Membership Dues ^{1.}	\$ 9,095.00	\$ 7,000.00	\$ 11,000.00
Guest Fees	27.00	-	25.00
Interest Income	61.22	150.00	100.00
Other Revenues ^{2.}	886.00	500.00	1,000.00
Revenues	<u>10,069.22</u>	<u>7,650.00</u>	<u>12,125.00</u>
Operating Expenses			
Tennis BC	2,167.20	2,000.00	2,300.00
Maintenance ^{3.}	159.26	1,400.00	1,500.00
Water & Hydro	264.13	400.00	300.00
Insurance	605.00	575.00	625.00
Newsletter/Stationery	185.33	100.00	200.00
Tennis Balls	459.85	500.00	500.00
Club Tournament	589.01	500.00	500.00
Junior Tennis Clinic	322.26	400.00	400.00
Social Events	95.10	25.00	100.00
Website	-	100.00	100.00
Other Expenses ^{4.}	636.09	500.00	500.00
Depreciation Expenses	481.68	549.00	751.00
Total Operating Expenses	<u>5,964.91</u>	<u>7,049.00</u>	<u>7,776.00</u>
Net Income/Loss	<u>\$ 4,104.31</u>	<u>\$ 601.00</u>	<u>\$ 4,349.00</u>

=====

Capital Expenditures & Cash Situation

Court Improvements ^{5.}	\$ -	\$ -	????
Clubhouse Improvements ^{6.}	-	2,000.00	2,000.00
Equipment & Appliances ^{7.}	2,690.24	3,360.00	-
Less Depreciation Expenses	(481.68)	(549.00)	(751.00)
Net (Cash) Surplus/Deficit	<u>\$ 1,895.75</u>	<u>\$ (4,210.00)</u>	<u>\$ 3,100.00</u>

Notes:

1. Includes proposed membership fee increases.
2. Includes proposed tournament fee increases.
3. Includes contingency (\$500) plus basic court (crack) repairs (\$500) and deck stain (\$500).
4. Includes Love 50 tourney expenses.
5. Funding from other sources to supplement STC available funds not yet confirmed.
6. Approved by the membership in an email poll - March 2010.
7. Includes purchase of new ball machine in 2010.