



**Saanich
Tennis
Club**

SAANICH TENNIS CLUB

MINUTES

ANNUAL GENERAL MEETING, NOVEMBER 20, 2011

President Jane Cunnington called the meeting to order at 11:10 AM. Twenty-two members were present, constituting a quorum.

MINUTES OF THE NOVEMBER 21, 2010 AGM

No business arising from the minutes.

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

REPORTS

- 1. Membership Report:** Membership Coordinator Judy Huff was absent. Her report is attached.
- 2. Treasurer's Report:** Attached. Treasurer Jim Howie noted that the Club's end-of-year bank balance will be ~\$5K, down from last year's ~\$14K, the difference principally arising from the ~\$25K expenditure on clubhouse improvements and court repairs (which repairs benefited from a \$10K+ grant from the District of Saanich). Jim thanked Sylvia Fong for her generous donations to the club; and Stella Barbon, whose tennis clinics raised additional funds for the club.

Jim's suggested budgetary plan is to annually supplement reserves by \$3/4K per year so as to provide sufficient funds over five years to handle estimated court and clubhouse repairs.

Moved by Jim Howie, seconded by Bill Bradley that the Interim Financial Statements be approved. Carried.

- 3. Outdoor Program Report:** Bill Code reported that the 2011 organized programs, e.g., Davis Cup, Change Partners, were well attended. The Club Tournament, the Club's biggest event, was well subscribed, attracting the same percentage of members as last year. Bill intends to continue with the new fee structure for Club events (\$10 for the first event and \$5 for subsequent events). This helped the Club Tournament to almost cover its cost.

With respect to the drop-ins Bill noted participation levels throughout the season were down, probably affected by the inclement weather in May/June/July. Bill is consulting with Webmaster Byron Postle regarding a possible 'website bulletin board' (used by some other clubs) where members could indicate their intention to play on day x and time y, increasing the chances that, with this knowledge, other members would also sign up/attend.

Mike Meagher suggested two early-in-the-season initiatives, a New Members Day and arranging for members to be at the courts at some of the designated drop-in times.

4. **Junior Clinic Report:** Min Pak was absent. Report is attached.
5. **President's Report:** Attached.

Moved by Bill Bradley, seconded by Dave Metcalfe that the above Reports (with the exception of the already accepted Treasurer's Report) be accepted. Carried.

NEW BUSINESS

1. **Youth Outreach:** Bill Adair suggested that the long run success of the Club would be enhanced if efforts were made now to attract more young people in the community to the Club. Jim Howie noted that the donation of Progressive Tennis equipment to Victoria tennis clubs by Tennis BC is intended to help promote and get young people started in tennis. For instance, introductory tennis lessons for juniors in the Royal Oak area could be provided without necessarily charging membership fees. Bill Adair, Stella Barbon, Jan Jarmula (and, probably, Min Pak) agreed to meet to consider how best to implement an enhanced junior tennis development program at STC.
2. **Off-Season Fee:** At its last meeting the STC Executive established a new fee of \$40 that would apply to people who wished to play only in the off-season i.e., between Closing Day (early in October) and Opening Day (early in April). After discussion...

Moved by Bill Bradley, seconded by Shirley Marsh that eligibility for the off-season fee be restricted to one year. Carried.

3. **South Island Tennis Association:** STC SITA representative Mike Meagher summarized SITA activities. It:
 - promotes children's tennis development via "Progressive Tennis";
 - supports juniors' travel to off-Island tournaments;
 - awards a "SITA Junior Player" award based on skill, sportsmanship and support of younger players at tournaments;
 - sponsors ranking tournaments, e.g. South Island Indoor Challenge in April (that has included former STC member Nick Coutts);
 - provides training events for tournament directors, referees and lines persons;
 - issues an annual brochure with South Vancouver Island tournaments and club contact information;
 - sponsors the spring South Island Tennis League; and
 - advocates to local governments and other agencies for better tennis facilities.

Bill Bradley raised two issues that he considered SITA needs to address:

- to avoid the colder weather league play should start 2/3 weeks later; and
- action is required to ensure skill levels of players match the written requirements.

Mike Meagher and Jim Howie agreed to take these issues forward. It was noted that SITA meetings are open.

4. **Har Tru (Clay Court) Initiatives:** As background information Jan Jarmula outlined two initiatives that could bring Har Tru courts available for play to Victoria.

Jan and Gary Eggen have developed a preliminary proposal to add a Har Tru court to the north of STC's existing courts (see info on STC website). The estimated \$50K capital cost could be financed by STC members who would pre-pay court fees via an upfront contribution of (say) \$1K. Alternatively, the project could be financed by annually building reserves and deciding later whether to proceed. Jan has had preliminary meetings with Saanich officials and has the impression Saanich would consider contributing 5-10% of the capital cost.

Jan is also involved with Cedar Hill Recreation Centre officials and others in the tennis community in exploring a proposal to construct eight Har Tru courts (three of which would be covered) on the Cedar Hill site. The successful implementation of this proposal would have obvious implications for an STC Har Tru initiative.

ELECTION OF 2011 EXECUTIVE

Errol Collinson had determined that all the current Directors except Gary Eggen have agreed to be nominated for their current positions for 2012 and that Bill Bradley has agreed to be nominated as a Director. Errol called for further nominations. There being none, the STC Executive for 2012 is as follows:

President	Jane Cunnington
Vice President	Bill Code
Secretary	Alan Puttee
Treasurer	Jim Howie
Director	Sunny Schlagintweit
Director	Bill Bradley

Note: Errol Collinson, as Past President, is an Ex Officio member of the Executive.

2011 BUDGET

Jim reiterated that the proposed 2012 Budget (page 2 of the attached Treasurer's Report) is a 'conservative, stand-pat' budget which provides for reserves that, over time, will finance expected repairs to our existing courts/clubhouse. Funds for any new initiatives would need separate authorization.

Moved by Jim Howie, seconded by Bill Bradley that the 2012 Budget be adopted. Carried.

ADJOURNMENT

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

PRESIDENT'S REPORT, 2011 AGM

2011 was a very busy year for Saanich Tennis Club as we engaged in an ambitious plan to resurface and paint courts and do extensive renovations to the clubhouse deck.

Late in 2010 the executive communicated with Saanich council, laying the groundwork for a shared arrangement of funding for the court repairs. We are very grateful to Andrew Giles, construction and maintenance manager for Saanich, for his help, and the Saanich council for recognizing the great partnership we enjoy with the municipality and the general public with our shared use agreement.

Early in 2011 in consultation with Mr. Giles the job went out to tender, with Ocean Marker, a local company ultimately winning the bid. With Saanich agreeing to pay half of the costs of repair, the job cost in total come to \$20,580, our share \$10,290. Work began in late May and with the cooperation of the weather the repairs were completed in the week allocated.

At the same time, thanks to club member Gary Eggen and his paving company, some pesky tree roots were removed and pavement in that area repaired. The membership seemed very happy with the finished product, so we hope the courts will do well this winter and we will not have to undertake repairs for some time. Future plans on the courts include the purchase of two new benches.

The deck renovations took place in the spring spearheaded by Gary Eggen and many volunteers who gave up their time for the construction and staining of it all following the build. Thanks so much to those folks and to Jan Jarmula, our resident architect who came up with the plan. Everybody seem to enjoy the expanded deck when the sun decided to shine, and many hours were spent there by those who came out to watch the tournaments and came to the drop- ins.

April was our usual opening time for the club. It was a slow start due to the poor spring and early summer weather. Thanks to the many volunteers and the stellar organizing talents of Bill Code the club hosted many fun and competitive events over the summer, this year sticking to the tried and true. The triple knockout held in August was cancelled due to low enrollment.

Drop-ins numbers were down this year due in part to poor weather and a slow start to the season. The executive will discuss the events to see how we can boost numbers and we welcome any suggestions from the membership.

Tennis moved indoors in October to Cedar Hill for the Sunday morning doubles sessions run efficiently by Alan Puttee. Participation is very robust, with most Sundays running all four courts.

The executive discussed recently the issue of serving alcohol at the club, and specifically the issue of club liability. It was agreed we should research the issue and come up with a plan in the spring before the season starts up.

Also discussed was the issue of late or non-payment. The executive decided that to ensure individuals do not play when they are not members, the annual membership will have to be paid by April 1st. (Payment of course will be accepted later for those

non-members). Furthermore a fee of \$40 will be charged to those wishing to play indoors or outdoors after October 1st, if they are not already members by that date.

The executive would like to thank all the volunteers who cheerfully take on jobs large and small, without you, the club would not continue and thrive the way it does now.

We would also like to thank Judy Huff who took on the membership coordinator this year and has managed this large job very efficiently. Lastly I would like to thank our excellent executive, Bill, Jim, Alan, Gary, Sunny and Errol for the time they have put into planning, organizing, issuing cheques, and making sure the club runs smoothly for the membership. It is such a great team and I look forward to working with all of you as we go forward into 2012.

Respectfully Jane Cunnington
President, Saanich Tennis Club

MEMBERSHIP REPORT FOR STC AGM – NOV. 6, 2011

This year membership was 123 regular members and 13 juniors. There were 25 new regular members and 3 new junior members. Receipts are no longer issued and the access codes to gate and clubhouse are sent out by e-mail as soon as the member joins. This saves on postage.

In 2010 membership was 154 regular members and 21 juniors.

During the summer months when membership is constantly changing, the list is posted monthly to the website by the Webmaster, Byron Postle. This year Tennis BC numbers are included on the published list.

A new membership application form needs to be designed as Tennis BC now requires the applicants age in order to issue a Tennis BC number.

The Club might consider having a membership fee of \$75.00 for all returning members and \$100.00 for new members. This would help to differentiate between new and returning members and perhaps encourage prompt membership renewals.

Judy Huff
Membership Coordinator

JUNIOR CLINIC REPORT – STC AGM NOV. 20, 2011

We had a small group this year, mostly under 8. Rachele's boys and Stella's daughter who normally sign up were not able to do so this year. I think one of Rachele's boys was injured and the dates did not work for the other. Also, I think the new location for the clinic (Lambrick Park) did not work for some.

Dates: June 13, 14, 20, 21; Time: 3:30PM to 5:00PM
Location: Lambrick Park Tennis Courts (Lambrick Way off Feltham Ave.)
Participants: Six kids aged 5-8 years and one 12 year old
Expenses: Snacks - \$26.40; Kerry Chan coaching fees - \$240.00

Recommendations.

- Teach progressive tennis to young kids;
- have two different sessions for beginners and intermediates. It is difficult for one person to effectively coach different age groups and skill levels at the same time; and
- -make session times one hour each (e.g. a beginners' session 3:30PM-4:30PM; and an intermediates' session 4:30PM-5:30PM)

Min Pak

TREASURER'S REPORT, STC AGM, NOV. 20, 2011

2011 Financial Highlights...

At year-end¹ Saanich Tennis Club current assets, including chequing account funds (\$3,661.72) and a GIC (\$1,346.48), totalled \$5,113.20 – as compared to current assets of \$14,258.08 at the beginning of 2011.

However, and most importantly, during the year STC invested \$25,274.51 in improvements to the clubhouse (\$2,872.57) and to the tennis courts (\$22,401.94).

Our ability to undertake these major improvements in 2011 while still maintaining a cash surplus at year-end was made possible by a very substantial grant of \$10,290.00 from the District of Saanich. Thank you to the Mayor and Council for their generous contribution!

With respect to day to day operating revenues and expenditures membership revenues were less than forecast. However, this revenue shortfall was offset by other revenues and lower than budgeted expenditures in most operating expenses categories.

For example, tournament fees were increased somewhat to help cover costs of these events, and maintenance, newsletter and junior tennis clinic expenses came in below budget. As a result, and as it has in past years, STC ran a moderate operating surplus again in 2011.

Thank you once again to Sylvia Fong for her generous donations to the club; and to Stella Barbon, whose tennis clinics raised additional funds for the club.

Looking forward, the 2012 budget projects a moderate increase in membership revenues; and, with the exception of the purchase of new tennis court benches, a 'stand-pat' budget with respect to planned expenditures.

The goal of this budget is to ensure that we can gradually build the reserves necessary to take on future repairs and improvements needed to maintain our tennis courts and clubhouse to the high standards expected by our membership.



Jim Howie, Treasurer
Saanich Tennis Club

Attachment:

¹ STC fiscal year-end is December 31, 2011. Actual revenues and expenses are to November 20, 2011.

Saanich Tennis Club
2011 Financial Highlights - Cash, Revenues & Expenditures to November 20, 2011
Suggested 2012 Budget for Presentation at the Annual General Meeting

	Actual 2011 Cash, Revenues & Expenditures	Approved 2011 Budget	Suggested 2012 Budget as at Nov. 20, 2011
Cash-on-Hand at FY Start			
Coast Capital Chequing	\$ 6,035.63	\$ -	\$ 3,661.72
Coast Capital GIC's	8,354.79	-	1,346.48
Miscellaneous Cash ^{1.}	105.00	-	105.00
Less: Accounts Payable Etc.	(237.34)	-	-
Total Cash-on-Hand	<u>14,258.08</u>	<u>-</u>	<u>5,113.20</u>
Revenues			
Membership Dues	\$ 9,395.00	\$ 11,000.00	\$ 10,000.00
Guest Fees	36.00	25.00	25.00
Interest Income	46.48	100.00	10.00
Other Revenues ^{2.}	11,640.34	1,000.00	1,000.00
Total Revenues	<u>21,117.82</u>	<u>12,125.00</u>	<u>11,035.00</u>
Operating Expenditures ^{3.}			
Tennis BC	\$ 2,362.08	\$ 2,300.00	\$ 2,300.00
Maintenance ^{4.}	-	1,500.00	1,000.00
Water & Hydro	284.12	300.00	300.00
Insurance	605.00	625.00	625.00
Newsletter/Stationery	102.32	200.00	200.00
Tennis Balls	366.79	500.00	400.00
Club Tournament	440.37	500.00	500.00
Junior Tennis Clinic	266.40	400.00	300.00
Social Events	-	100.00	100.00
Website	-	100.00	100.00
Other Expenditures ^{5.}	561.11	500.00	500.00
Total Operating Expenditures	<u>4,988.19</u>	<u>7,025.00</u>	<u>6,325.00</u>
Capital Expenditures			
Court Improvements	\$ 22,401.94	\$ -	\$ -
Clubhouse Improvements ^{6.}	2,872.57	2,000.00	1,000.00
Equipment & Appliances	-	-	-
Total Capital Expenditures	<u>25,274.51</u>	<u>2,000.00</u>	<u>1,000.00</u>
Cash-on-Hand at FY End	<u><u>\$ 5,113.20</u></u>	<u><u>\$ 3,100.00</u></u>	<u><u>\$ 8,823.20</u></u>

1. Includes petty cash and credit union membership shares.

2. For details see Schedule of STC Other Revenues - 2011.

3. Does NOT include depreciation expenses (non-cash item).

4. Originally budgeted deck maintenance expenditures are included in Clubhouse Improvements line item.

5. For details see Schedule of STC Other Expenses - 2011.

6. Suggested \$1,000 to be budgeted for new benches on tennis courts.

Saanich Tennis Club
Interim Income Statement as at November 20, 2011
For the 12 Months Ending December 31, 2011

	2011 Actuals	2010 Actuals
Revenue		
Membership Dues	\$ 9,395.00	\$ 9,180.00
Guest Fees	36.00	27.00
Interest Income	46.48	84.72
Other Revenues ^{1.}	11,640.34	886.00
Total Revenue	\$ 21,117.82	\$ 10,177.72
Operating Expenses		
Tennis BC Memberships	\$ 2,362.08	\$ 2,167.20
Maintenance Expenses (incl. Court Cleaning or Repairs)	-	159.26
Water & Hydro Expenses	284.12	321.47
Insurance Expense	605.00	605.00
Newsletter & Stationery	102.32	185.33
Tennis Balls Expenses ^{2.}	366.79	459.85
Club Tournament ^{3.}	440.37	589.01
Junior Tennis Clinic Expenses	266.40	322.26
Social Events (Mx3KO Tourney)	-	95.10
Website	-	-
Other Expenses ^{4.}	561.11	636.09
Depreciation Expenses ^{5.}	3,134.53	481.68
Total Operating Expenses	\$ 8,122.72	\$ 6,022.25
Net Income/Loss	\$ 12,995.10	\$ 4,155.47
=====		
Capital Expenditures		
Tennis Court Improvements - Repairs & Resurfacing	\$ 22,401.94	\$ -
Clubhouse Improvements - New Deck, Pergola Etc.	2,872.57	-
Purchase of Equipment & Appliances - Tomko Ball Machine	-	2,690.24
Total Capital Expenditures	\$ 25,274.51	\$ 2,690.24

1. For a breakdown of other revenues, see attached Schedule of STC Other Revenues - 2011.

2. For a breakdown of tennis ball expenditures see attached Schedule of STC Tennis Balls Expenses - 2011.

3. For more on tournaments finances, see Schedule of STC Tournament Revenues/Expenses - 2011.

4. For a breakdown of other expenses, see attached Schedule of STC Other Expenses - 2011.

5. For more on depreciation of club assets, see attached Depreciation Schedule - STC Capital Assets.

Saanich Tennis Club
Interim Balance Sheet as at November 20, 2011
For the Year Ended December 31, 2011

	<u>FY End... 31-Dec-11</u>	<u>FY End... 31-Dec-10</u>
ASSETS		
Current Assets		
Cash: Coast Chequing - Comm. 100 Acct.	\$ 3,660.57	
Coast Regular Savings 200 Acct.	1.15	\$ 6,035.63
Term Deposits: Better-than-Cash GIC 707	1346.48	1,328.54
Better-than-Cash GIC 708	-	7,026.25
Pre-Paid Accounts - Petty Cash	100.00	100.00
Membership Shares - Coast Capital	5.00	5.00
Total Current Assets	<u>5,113.20</u>	<u>14,495.42</u>
Capital Assets		
Equipment & Appliances ¹ :	4,215.02	4,215.02
Clubhouse Improvements	2,872.57	-
Tennis Court Improvements	22,401.94	29,489.53
Less: Accumulated Depreciation	3,852.90	718.37
Total Capital Assets	25,636.63	3,496.65
Total Assets	<u><u>\$ 30,749.83</u></u>	<u><u>\$ 17,992.07</u></u>
LIABILITIES & MEMBERS' EQUITY		
Liabilities		
Accounts Payable	\$ -	\$ 57.34
Prepaid Memberships	-	180.00
Total Liabilities	<u>-</u>	<u>237.34</u>
Members' Equity		
Equity as at Beginning of Period ² :	17,754.73	13,599.26
Add: Net Income for the Year ³ :	12,995.10	4,155.47
Increase in Members' Equity	12,995.10	4,155.47
Total Equity	<u>30,749.83</u>	<u>17,754.73</u>
Total Liabilities & Members' Equity	<u><u>\$ 30,749.83</u></u>	<u><u>\$ 17,992.07</u></u>

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

2. Reported as at January 1, 2011 and January 1, 2010.

3. Reported as at November 20, 2011 and December 31, 2010..

Schedule of STC Other Revenues - 2011

Account: 405 - Other Revenues	2011	2010
Donation - Sylvia Fong...	\$ 150.00	
Saanich contribution to courts improvements...	10,290.00	
Park festival honoraria...	200.00	
Club Tournament & Love 50 entry fees...	755.00	
Tennis Clinic fees donation to STC...	130.00	
Year-end receipts - food/beverage sales...	115.34	
Total: Other Revenues	\$ 11,640.34	\$ 886.00

Schedule of STC Tournament Revenues/Expenses - 2011

STC Club Tournament	2011	2010
Revenues		
Tournament Entry Fees	\$ 455.00	\$ 400.00
Expenses		
Tennis Balls - Club tournament...	200.30	302.24
Club Tournament - trophies, etching etc...	\$ 386.85	548.80
- scheduling software...	53.52	40.21
Total: Expenses	640.67	891.25
Net Surplus/Deficit	\$ (185.67)	\$ (491.25)

STC Love 50 Tournament	2011	2010
Revenues		
Tournament Entry Fees	\$ 300.00	\$ 180.00
Expenses		
Tennis Balls - Love 50 tournament...	100.00	107.25
Other Expenses - Trophies and related...	\$ 134.40	
- Indoor court rental...	-	
- Food and related...	32.00	
Total: Expenses	266.40	240.47
Net Surplus/Deficit	\$ 33.60	\$ (60.47)

Schedule of STC Tennis Balls Expense - 2011

Account: 505 - Tennis Balls Expense	2011	2010
Club tournament - tennis balls...	\$ 200.30	
Love 50 tournament - tennis balls...	100.00	
Other events - tennis balls...	66.49	
Total: Tennis Balls Expense	\$ 366.79	\$ 459.85

Schedule of STC Other Expenses - 2011

Account: 510 - Other Expenses	2011	2010
Lock Doctor - changes to club locks...	\$ 95.20	
Love 50 trophies and foodstuffs...	166.40	
Registrar of Companies - Annual reports...	25.00	
Hanging flower baskets...	125.41	
Miscellaneous - club supplies, foodstuffs, etc....	149.10	
Total: Other Expenses	<u>\$ 561.11</u>	<u>\$ 636.09</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
	2012		20.0%	130.36	586.63	65.18
	:		:	:	:	:
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
	:		:	:	:	:
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
	:		:	:	:	:
Clubhouse Improvements ^{2.}						
	2011	\$ 2,872.57	5.0%	\$ 143.63	\$ 143.63	\$ 2,728.94
	2012		10.0%	287.26	430.89	2,441.68
	:		:	:	:	:
Tennis Court Improvements ^{3.}						
	2011	\$ 22,401.94	10.0%	\$ 2,240.19	\$ 2,240.19	\$ 20,161.75
	2012		20.0%	4,480.39	6,720.58	15,681.36
	:		:	:	:	:
1. Converted to capital asset in 2009. Depreciated over five years using straight-line depreciation.						
2. Depreciated over ten years using straight-line depreciation.						
3. Depreciated over five years using straight-line depreciation.						