

SAANICH TENNIS CLUB MINUTES

ANNUAL GENERAL MEETING, NOVEMBER 24, 2013

President Jane Cunnington called the meeting to order at 11:31 AM. Sixteen members were present, constituting a quorum.

MINUTES OF THE NOVEMBER 18, 2012 AGM

No business arising from the Minutes (available on the Club website). Moved by Judy Huff, seconded by Shirley Marsh, to approve the Minutes. **Carried.**

REPORTS

1. **Membership Report:** Attached. Judy Huff reported that there were 133 members in 2013, up five from 2012. There were 24 new members.

2. **Treasurer's Report:** Attached. Jim Howie reported that

Club assets at year-end will be ~\$12K (up from \$10K last year);

2013 expenditures will be slightly higher than forecast resulting in an expected cash surplus of ~\$2K; and

the 2014 cash surplus is expected to be ~\$3.8K.

Jim noted that these results are in line with the Club's financial strategy of building reserves to finance the expected need to periodically resurface the courts.

3. **Outdoor Program Report:** Jane, subbing for an absent Bill Code, noted that participation in Club events was generally good in 2013 although the September Love 50 event was cancelled for lack of entrants. Jane recommended that consideration be given to adding a second Change Partners and Davis Cup in 2014 and inviting another Club to participate in the Love 50 event. Stella Barbon recommended that if an event is cancelled all members should be advised by email. Cathy Nettleton will again organize the Thursday am women's doubles.

4. **Junior Clinic:** Bill Adair reported that the Clinic attracted 18 players, a healthy increase from earlier years and again the result of Min Pak's work. Mike Nichol was again the main coach. Bill noted that most of the participants do not become Club members. Bill recommended that some court time be set aside for Juniors, and that the Club consider the purchase of junior equipment. Bill thanked Judy and Richard for their help.

5. President's Report: Attached.

Moved by Jim Howie, seconded by Shirley Marsh that the above reports be accepted. Carried.

6. Proposal by Cedar Hill Clay Court Society

Judy Huff's report is attached.

ELECTION OF THE 2014 BOARD OF DIRECTORS

It had been determined that all current Directors except Alan Puttee have agreed to be nominated for their current positions for 2014 and that Shirley Marsh has agreed to be nominated as Secretary. As no further nominations were forthcoming, the STC Executive for 2013 is as follows:

President	Jane Cunnington
Vice President	Bill Adair
Secretary	Shirley Marsh
Treasurer	Jim Howie
Director	Sunny Schlagintweit
Director	Bill Bradley

Note: Errol Collinson, as past President is a member ex officio of the Board.

See reports below.

President's Report 2013

2013 was a great year for Saanich Tennis Club; no large expenditures required with respect to the court, just some minor repairs to the court and normal maintenance. Thus we were able to put by money for emergencies, save toward an eventual next court repair and future larger expenditures. A huge thanks to Dale McGregor and his company RADA Resurfacing, who repaired the badly leaning court post at cost, saving us a lot of money by doing so. It is really solid now!

The club purchased two large plastic wood benches which were installed in May. These have proven to be very sturdy, and members seem to enjoy the extra on-court seating. The public are also enjoying the old seating that we moved outside.

The club season officially opened on April 14th. This year we had a better spring start, and members seemed to enjoy the usual fun non-competitive and competitive events, most of them well subscribed. Thanks to the many volunteers, and the usual great planning by Bill Code, the club hosted a lot of fun events, some so popular the executive is looking at adding more. The competitive week club tournament in July went very well, guided by the efficient Bill Code and Jim Howie; we had lots of people watching many matches that went three sets, keeping everybody on the edge of their seats. The August triple knockout was another great success with an all time high of eighteen teams participating, the club once again hosting breakfast on the deck on the Sunday. Unfortunately we were not able to get enough members to sign up for the Love 50 tournament in early September, so we may have to look at a different time of year for that tournament.

Thanks to Mike Poplawski, our wonderful web-master, we launched an on-line drop-in registration method. It is hoped that over time members will get used to looking on the web-site to make sure others will be attending the drop-ins, thus avoiding members turning up and finding nobody is there. Tennis moved indoors in October to Cedar Hill for the Sunday morning drop-in, as usual popular, this year run by Peter Brett. Thank you to Peter for taking this over and keeping the program going. The club is proposing that we start a three court indoor advanced Friday night social tennis at Cedar Hill in January. Thanks to Sunny for helping to organize the courts and Bill Code for agreeing to coordinate. There will be more notice given out after Christmas.

This year sadly, we lost one of our founding and honorary members, Sylvia Fong. Sylvia played well into her seventies, was a real presence at our club into her eighties, and will be remembered for her generosity to the club and her legendary sandwiches. The club erected a plaque in her memory on the trellis, and her family has informed us they would like to purchase a bench for the club in her memory.

I would like to thank all our wonderful volunteers, without you the club would not run as smoothly as it does. A huge thanks to Judy Huff who handles the large job of membership coordination so very efficiently; we are so grateful to you. Mike Poplawski took over the challenging job of managing the web-site and members will have no doubt noticed the great changes he has made; we think the site looks really professional now, and I know Mike has ideas of making it even better, so thanks so much for all his efforts. I hope members know what a great executive they have in Jim, Bill A., Alan, Sunny, Bill B. and Errol. Their collective efforts make my job easier and help the club get better every year. I wish to acknowledge particularly Alan Puttee, who is stepping down after serving for five years as our very efficient Secretary, what a great job you have done Alan.

Please remember that membership is due on Jan 1st and we will be putting out a notice in December to give you a reminder!

Please continue to give the executive your great ideas and input, we need everybody on board to keep the club vibrant. All the best for the New Year, and roll on springtime.

Respectfully Jane Cunnington

MEMBERSHIP REPORT FOR SAANICH TENNIS CLUB AGM

SUNDAY NOVEMBER 24, 2013

Membership for 2013 is 133 adult members (five more than last year) and 26 junior members (three more than last year). We had 24 new members join in 2013. Of the 133 members, 67 are male and 66 female.

Twenty-four members from 2012 did not renew for 2013 - two members have moved, the Blacks. Of the 24 that did not renew, 13 were new members in 2012.

In 2010, membership was 154 members, in other years membership remains around the 130 mark.

Submitted by Judy Huff

Membership Coordinator

REPORT TO SAANICH TENNIS CLUB AGM - SUNDAY, NOVEMBER 24, 2013 CEDAR HILL CLAY COURT TENNIS SOCIETY

The Cedar Hill Clay Court Society is a not-for-profit group that was founded in the fall of 2011. It is a group of local tennis enthusiasts who want to build and operate eight clay tennis courts. on the north side of the Cedar Hill Recreation Centre in an under-utilized portion of Cedar Hill Park.

The team consists of John Miller, Simon Holla, Valerie Tregillus, Jerry McLean, Jan Jarmula, Karen Clarke, Gerald Yung, Chris Trenholme, Kim Vaulkhard, Al Klieber, Al Title, Roger Skillings, and Robert Bettauer.

The not-for-profit society would build and operate the club according to a comprehensive operating agreement with Saanich. They would provide Saanich with land improvements and other benefits, including 1500 hours of public court time to be used however the Municipality chooses. This proposal is based on other successful partnerships with local user groups including: Soccer, Baseball, Lacrosse, Squash, Lawn Bowling, Community Garden Allotments.

You might have read in the paper recently that Saanich Council approved a community garden in an under-utilized portion of Gorge Park. The garden will be operated and maintained by a not-for-profit society. Saanich will provide start-up capital and users will pay an annual fee.

The grant would be \$100,000 with a \$250,000 loan which would be paid back in 5 years. This is in line with other user groups. The important thing is that Saanich staff believes in the financial structure of the Society or they would not have recommended that the Parks, Trails and Recreation Advisory Committee endorse the proposal.

A key component to the CHCCS proposal is to provide a recreational facility for people of all ages and abilities. As well as offering free court time to Victoria

Special Olympics, they will participate in Leisure Involvement For Everyone (LIFE), a local program designed to provide recreational services to individuals and families on limited income. The proposal has also received an endorsement from The Society for Kids at Tennis (SKAT), a not-for-profit organization whose mandate is to provide under-privileged children with the opportunity to learn the game of tennis as a means to foster physical, emotional and social well-being and with whom they will work closely.

CHCCS supports the Victoria Special Olympics and will continue efforts to help ensure our local Special Olympics athletes have a suitable location for their baseball program which now takes place on the field.

Also CHCCS is committed to protecting and restoring Bowker Creek.

The clay court facility will provide the Greater Victoria tennis community with a central location to meet, play and enjoy a club atmosphere. Clay is an ideal surface for the Pacific Northwest climate which would allow play even during light rain and soon after a heavier rain. The venue is large enough to host an annual tournament at one site. The eight courts will help to meet the needs of the region's vibrant and growing tennis community.

If we are to see clay courts in Victoria, we have to act now when it goes before Council or it will die on the drawing board as 2014 is an election year and this issue has proven to be very political. Please support the proposal when it goes before Saanich Council on Thursday, November 28 @ 7:00 pm at the Garth Homer Auditorium, 813 Darwin Avenue. If you are a Saanich resident, please be prepared to speak to this issue - five minutes is allowed. All supporters are asked to wear a white hat.

Thank you for your time and most importantly, thank you for your support of this proposal.

Submitted by Judy Huff



**Saanich
Tennis
Club**

Saanich Tennis Club
Annual General Meeting, November 24, 2013

TREASURER'S REPORT

2013 Financial Highlights...

As at November 24, and very close to the end of the 2013 fiscal year¹ Saanich Tennis Club current assets, including chequing account funds (\$9,704.34), a GIC (\$1,379.03), and receivables and miscellaneous funds (\$1,127.19) totaled \$12,210.56 – as compared to current assets totaling \$10,061.12 at the end of the 2012 fiscal year.

With respect to day to day operating revenues and expenditures in 2013, membership revenues increased slightly over 2012 and came in over budget forecasts. These contributed to a slight increase in year over year club revenues.

Regarding expenditures, higher costs for maintenance (new net post), ball machine maintenance, new ball hoppers, an experiment with pressure-less tennis balls (\$\$\$), tournaments (e.g. indoor court time), and the junior tennis clinic saw the club go somewhat over budget on expenses during the year. In addition, new, very spiffy tennis court benches were acquired in 2013.

Overall, while club members' equity decreased somewhat due to depreciation on various previous purchases of capital items, STC ran a moderate cash surplus of approximately \$2,150.00 in 2013.

Going forward, the 2014 budget projects revenues of approximately \$11,155.00 in 2014. This, together with budgeted expenditures of approximately \$7,300.00 will contribute to another cash surplus (approx. \$3,855.00) in 2014.

Our goal is to ensure that we continue to build and maintain 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

Enclosure:

¹ STC fiscal year-end is December 31, 2013. Actual revenues and expenses are to November 24, 2013.

Saanich Tennis Club
2013 Financial Highlights - Cash, Revenues & Expenditures to December 31, 2013
2014 Budget to be Presented and Approved at the Annual General Meeting

	Actual 2013 FY Cash, Revenues & Expenditures	Approved 2013 Budget	Cash at 2014 FY Start and 2014 <i>Proposed Budget</i>
Cash-on-Hand at FY Start			
Coast Capital Chequing	\$ 8,593.44	\$ -	\$ 9,704.34
Coast Capital GIC's	1,362.68	-	1,379.03
Miscellaneous Cash ^{1.}	105.00	-	105.00
Plus: Receivables	-	-	1,022.19
Total Cash-on-Hand	<u>10,061.12</u>	<u>-</u>	<u>12,210.56</u>
Revenues			
			<i>2014 Prop. Budget</i>
Membership Dues	\$ 10,350.00	\$ 10,000.00	\$ 10,000.00
Guest Fees	103.00	125.00	125.00
Interest Income	20.55	30.00	30.00
Other Revenues ^{2.}	<u>1,078.00</u>	<u>1,000.00</u>	<u>1,000.00</u>
Total Revenues	11,551.55	11,155.00	11,155.00
Operating Expenditures ^{3.}			
Tennis BC	\$ 2,620.80	\$ 2,500.00	\$ 2,500.00
Maintenance ^{4.}	1,795.14	1,000.00	1,000.00
Water & Hydro	385.97	300.00	400.00
Insurance	615.00	625.00	700.00
Newsletter/Stationery	90.56	200.00	200.00
Tennis Balls	761.87	400.00	400.00
Club Tournament	645.38	500.00	700.00
Junior Tennis Clinic	400.00	300.00	400.00
Social Events	236.32	100.00	300.00
Website	-	100.00	200.00
Other Expenditures ^{5.}	<u>843.07</u>	<u>500.00</u>	<u>500.00</u>
Total Operating Expenditures	8,394.11	6,525.00	7,300.00
Capital Expenditures			
Court Improvements	\$ -	\$ -	\$ -
Clubhouse Improvements ^{6.}	-	2,000.00	-
Equipment & Appliances	<u>1,008.00</u>	<u>-</u>	<u>-</u>
Total Capital Expenditures	1,008.00	2,000.00	-
Revenues Less Expenditures	<u>\$ 2,149.44</u>	<u>\$ 2,630.00</u>	<u>\$ 3,855.00</u>
Cash-on-Hand at FY End	<u>\$ 12,210.56</u> ^{6.}		<u>\$ 16,065.56</u>

1. Includes petty cash and credit union membership shares. 2. For details see Schedule of STC Other Revenues.

3. Does NOT include depreciation expenses (non-cash item). 4. Includes cost of re-setting tennis net post...

5. For details see Schedule of STC Other Expenses. 6. Includes \$1,022.19 in RECEIVABLES for Sunday Tennis.

Saanich Tennis Club
(Interim) Income Statement
For the 12 Months Ending December 31, 2013

	2013 Actuals	2012 Actuals
Revenues		
Membership Dues	\$ 10,350.00	\$ 9,750.00
Guest Fees	103.00	132.00
Interest Income	20.55	22.00
Other Revenues ^{1.}	1,078.00	1,370.00
Total Revenue	\$ 11,551.55	\$ 11,274.00
Expenses		
Tennis BC Memberships	\$ 2,620.80	\$ 2,425.92
Maintenance Expenses (incl. Court Cleaning or Repairs)	1,795.14	-
Water & Hydro Expenses	385.97	263.85
Insurance Expense	615.00	615.00
Newsletter & Stationery	90.56	119.94
Tennis Balls Expenses ^{2.}	761.87	495.84
Club Tournament ^{3.}	645.38	613.08
Junior Tennis Clinic Expenses	400.00	623.12
Social Events (Mx3KO Tourney)	236.32	40.36
Website	-	-
Other Expenses ^{4.}	843.07	1,087.94
Total Operating Expenses	\$ 8,394.11	\$ 6,285.05
Net Operating Revenues/Expenses	\$ 3,157.44	\$ 4,988.95
Depreciation Expenses ^{5.}	5,503.58	5,518.36
Total Operating and Capital Expenses	\$ 13,897.69	\$ 11,803.41
Net Income/Loss	\$ (2,346.14)	\$ (529.41)

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Capital Expenditures

Tennis Court Improvements - Repairs & Resurfacing	\$ -	\$ -
Clubhouse Improvements - New Deck, Pergola Etc.	-	-
Purchase of Equipment & Appliances	1,008.00	-
Total Capital Expenditures	\$ 1,008.00	\$ -

1. For a breakdown of other revenues, see attached Schedule of STC Other Revenues - 2013.
2. For a breakdown of tennis ball expenditures see attached Schedule of STC Tennis Balls Expenses - 2013.
3. For more on tournaments finances, see Schedule of STC Tournament Revenues/Expenses - 2013.
4. For a breakdown of other expenses, see attached Schedule of STC Other Expenses - 2013.
5. For more on depreciation of club assets, see attached Depreciation Schedule - STC Capital Assets.

Saanich Tennis Club
(Interim) Balance Sheet
For the Year Ended December 31, 2013

	FY End... 31-Dec-13	FY End... 31-Dec-12
ASSETS		
Current Assets		
Cash: Coast Chequing - Comm. 100 Acct.	\$ 9,704.34	
Coast Regular Savings 200 Acct.	-	\$ 8,593.44
Term Deposits: Better-than-Cash GIC 707	1,379.03	1,362.68
Receivables - Prepaid Sunday Tennis	1,022.19	-
Pre-Paid Accounts - Petty Cash	100.00	100.00
Membership Shares - Coast Capital	5.00	5.00
Total Current Assets	12,210.56	10,061.12
Capital Assets		
Equipment & Appliances ¹ :	5,223.02	4,215.02
Clubhouse Improvements	2,872.57	2,872.57
Tennis Court Improvements	22,401.94	22,401.94
Total Equipment, Improvements and Related	30,497.53	29,489.53
Less: Accumulated Depreciation	14,874.84	9,371.26
Total Capital Assets	15,622.69	20,118.27
Total Assets	\$ 27,833.25	\$ 30,179.39
LIABILITIES & MEMBERS' EQUITY		
Liabilities		
Accounts Payable	\$ -	\$ -
Prepaid Memberships	-	-
Total Liabilities	\$ -	\$ -
Members' Equity		
Equity as at Beginning of Period ² :	30,179.39	30,708.80
Add: Net Income for the Year ³ :	(2,346.14)	(529.41)
Increase/Decrease in Members' Equity	(2,346.14)	(529.41)
Total Equity	27,833.25	30,179.39
Total Liabilities & Members' Equity	\$ 27,833.25	\$ 30,179.39

1. Weber BBQ; Kenmore Fridge; Ball Machine; Benches.

2. Reported as at January 1, 2013 and January 1, 2012.

3. Reported as at December 31, 2013 and December 31, 2012..

Schedule of STC Other Revenues - 2013

Account: 405 - Other Revenues	2013	2012
Donation - Sylvia Fong...	\$ -	150.00
Food sales - Davis Cup and Club Tourney...	93.00	-
Park festival honorarium...	100.00	100.00
Club Tourney, Mx3KO entry fees...	885.00	1,120.00
Year-end receipts - food/beverage sales...	-	-
Total: Other Revenues	\$ 1,078.00	\$ 1,370.00

Schedule of STC Tournament Revenues/Expenses - 2013

Account 506 - Club Tournament	2013	2012
Revenues		
Tournament Entry Fees	\$ 515.00	\$ 610.00
Expenses		
Club Tournament - tennis balls...	\$ 237.15	302.23
- trophies, plaque etc...	\$ 408.23	344.57
- scheduling software...	-	108.51
- court rentals	-	160.00
Total: Expenses	645.38	915.31
Net Surplus/Deficit	\$ (130.38)	\$ (305.31)

STC Mxd3KO Tournament	2013	2012
Revenues		
Tournament Entry Fees	\$ 370.00	\$ 510.00
Expenses		
Tennis Balls - Mxd3KO tourney...	201.49	193.61
Other Expenses - Trophies and related...	\$ 143.36	143.36
- Indoor court rentals...	\$ 96.25	-
- TDM scheduling pgm...	-	104.74
Social Events - Food and related...	171.33	410.94
Total: Expenses	612.43	557.69
Net Surplus/Deficit	\$ (242.43)	\$ (47.69)

Schedule of STC Tennis Balls Expense - 2013

Tennis Balls Expense	2013	2012
Club tournament - tennis balls...	\$ 237.15	
Mixed 3KO tournament - tennis balls...	201.49	
Tretorn tennis balls and new hoppers...	560.38	
Total: Tennis Balls Expense	\$ 999.02	\$ 495.84

Schedule of STC Other Expenses - 2013

Account: 510 - Other Expenses	2013	2012
Lock Doctor - changes to club locks...	\$ 98.56	
Mxd3KO various expenses...	166.13	
Registrar of Companies - Annual reports...	25.00	
New parts for ball machine...	184.54	
Miscellaneous - club supplies, squeegees, etc....	368.84	
Total: Other Expenses	\$ 843.07	\$ 1,087.94

STC Capital Assets Depreciation Schedule - 2013

	Original Cost	Depreciation in 2013	Depreciation Expense	Accumulated Depreciation	Net Book Value
155 - Equipment and Appliances					
Weber BBQ	\$ 651.81	10.0%	\$ 65.18	\$ 651.81	\$ -
Kenmore Fridge	822.97	10.0%	82.30	370.34	452.63
Tomko Ball Machine	2,690.24	20.0%	538.05	1,883.17	807.07
Tennis Court Benches	1,008.00	5.0%	50.40	50.40	957.60
Total Equipment and Appliances	\$ 5,173.02		\$ 735.93	\$ 2,955.71	\$ 2,217.31
165 - Clubhouse Improvements					
	\$ 2,872.57	10.0%	\$ 287.26	\$ 718.14	\$ 2,154.43
175 - Tennis Court Improvements					
	\$ 22,401.94	20.0%	\$ 4,480.39	\$ 11,200.97	\$ 11,200.97