

**ROCKCLIFFE LAWN TENNIS CLUB
NOTICE OF ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) of the members of the Rockcliffe Lawn Tennis Club (RLTC) will be held via Zoom video conference, due to COVID-19 public gathering restrictions laid out by the Province of Ontario. The date of the video conference is **Sunday December 5th, at 2:00 pm EST.**

If members are unable to attend the on-line meeting, they may complete the attached Proxy form and return it to RLTC on or before the Annual General Meeting:

info@rltennis.ca

Instructions to access the Zoom video-conference AGM:

To learn how to join a meeting please **click [HERE](#)** to access a Zoom help video.

The following is a link to the Zoom AGM meeting. You may click on this link to join the meeting. You must enter the password “RLTC2021” once you are prompted.

Join Zoom Meeting

<https://us02web.zoom.us/j/88689403171?pwd=MjM0UDRGMC9ENzck55S210THFJdz09>

Meeting ID: 886 8940 3171

Passcode: RLTC2021

During the course of the meeting, the members will be asked to vote on Agenda Items and Motions. Members will be asked to use the “raise hand” button within their zoom screen when directed by the meeting moderator. It will take a few moments to tabulate the results.

There will be opportunity for member questions at the end of each agenda item presentation. Please hold questions until prompted by moderator.

**ROCKCLIFFE LAWN TENNIS CLUB
AGENDA OF ANNUAL GENERAL MEETING
Sunday December 5, 2021**

1. Call to order;
2. To review and approve the Agenda of the AGM;
3. To review and approve the Minutes of the AGM of RLTC, held December 6, 2020;
4. To receive the RLTC Directors' Report which includes sections on the following areas of activity for the 2021 season:
 - 4.1 President's Report
 - 4.2 Treasurer's Report
 - 4.3 Grounds and Clubhouse Report
 - 4.4 Tennis Programming Report
 - 4.5 Volunteer Report
 - 4.6 Social Report
 - 4.7 Incoming Director Bio
5. To receive and review the Financial Statements of RLTC for the year ended October 31, 2021;
6. To receive, review and approve the RLTC Board updated capital expenditures chart;
7. To elect the Board of Directors for 2022.
 - 9.1 The following members have been nominated to stand for re-election:
 - 9.1.1 Louise Malhotra (President)
 - 9.1.2 Phil English (Treasurer)
 - 9.1.3 Michel Bouchard
 - 9.1.4 Pablo Gonzalez
 - 9.1.5 Sébastien Huard
 - 9.1.6 Julie Mouris
 - 9.1.7 Jordan Samaroo
 - 9.1.8 Kathie Swim
 - 9.2 The following members have been newly nominated to stand for first-time election to the Board of Directors
 - 9.2.1 Laurie Maybury

8. To transact such other business as may properly come before the Annual General Meeting;
9. Adjournment.

Supporting Documents:

1. AGM Meeting Minutes from December 2020
2. RLTC Directors' Report
3. Balance Sheet for 2021
4. Profit and Loss Statement for 2021
5. Capital Expense Plan for 2022-2030
6. Proxy Form



Minutes of the 2020 Annual General Meeting, December 6, 2020

The Annual General Meeting of the Members of the Rockcliffe Lawn Tennis Club (RLTC) was held via ZOOM call on Sunday, December 6, 2020, from 2:00 to 5:53 p.m.

The meeting was called to order by Louise Malhotra, President of the RLTC.

Agenda ITEM 1 – Welcome and call to order

1. Louise went over the rules and ZOOM protocols. A clarification was made that 10 was a quorum according to our bi-laws. It was also clarified that 8.2 (Lighting) would be voted upon before 8.1 (Capital Expenditures).

Agenda ITEM 2 – Review and Approve AGM Agenda

2. **Motion:** Jordan Samaroo moved to approve the day's agenda, and the motion was seconded by Phil English. This was also an opportunity to familiarize all participants with the electronic voting mechanism. The motion was passed unanimously with 32 votes for, 0 votes against and 0 abstained.

Agenda ITEM 3 – Review and Approve AGM 2019 Minutes

3. **Motion:** Jordan Samaroo moved to approve the minutes from the 2019 AGM, which was seconded by Phil English. It was approved with 23 votes for, 0 votes against, and 6 abstained.

Agenda ITEM 4 – Officer's Reports

4. Officer's Reports

4.1 President's report (Louise Malhotra): The President, Louise, summarized her report (attached)

4.2 Treasurer's Report (Phil English): The treasurer's report would be delivered with Agenda item 5 FINANCIAL STATEMENTS

4.3 Grounds Report (Gill Kirkwood): Gill gave the report on the grounds

4.4 Adult Programming (Julie Smyth): In Julie's absence, Louise delivered the Adult

Programming report

4.5 Junior Development Report (Jackie Douglas): The Junior Development Report was delivered by Jackie Douglas

4.6 Volunteer Report (Phil Anido): The Volunteer Report was given by Phil Anido

4.7 Social Report (Erica Leslie): The Social Report was delivered by Louise since there was limited social activities. The tournaments proved successful and served as a good social outlet for members.

Questions/Comments on the report:

The comment was made (by Joel Weiner) that Gill and Paul Bernier stepped up after Miguel left to run the round robins, and this was tremendously appreciated by the members involved in the round robins.

Agenda ITEM 5 – Financial Statements

5. **Financial Statements (Phil English):** Phil presented that though we had budgeted for a \$20K loss given the uncertainty of COVID, we actually finished the year with a \$27K surplus. This was primarily due to unexpected advertising revenues (thanks to Phil's badgering), unexpected court rental fees (thanks to Louise), better management of the canteen and bar, better than expected junior program revenues.

Questions/Comments

David Clendenning commented that the new booking system (Jegysoft) was fantastic and quite useful.

Joel Weiner asked what the \$4K or "Other revenues" was. The other revenue was racquet stringing revenues which are not properly coded into the software system (according to Phil and our book keeper Christa).

Agenda ITEM 6 – Membership Survey

6. **Membership Survey (Louise Malhotra):** Louise went over the results of the membership survey

Agenda ITEM 7 – Capital Expenditures

7. **Capital Expenditure Plan (Phil English):** Phil English went over the items as he thought they might come up which would require significant capital expenditures over the next 5 years.

Questions/Comments

Gavin mentioned that he felt the deck required immediate attention, yet the capital plan shows \$30 for replacement in several years. Phil replied that the lumber required for those repairs had already been purchased, and that the labour required would go under general maintenance next year.

David Clendenning made a comment pertaining to the lighting, to which Phil iterated that a discussion on lighting would be happening under the next agenda item (Item 8) and that all other lighting comments should be saved for that discussion

Joel Weiner asked about the levy for the lighting project, and what the levy strategy was. Phil reiterated that all questions pertaining to lighting should wait until we got to agenda Item 8.

Phil Anido mentioned that the tool shed needs a new roof, and Louise said the Board would add this to their next meeting's agenda.

Kent Manderville asked what the life of the clay courts, and the life of the clay courts are. He also asked if we should budget for those replacements in our CAPEX plan, or budget for it in our CAPEX reserve. Phil English and Gill Kirkwood said that the hard courts are about 15 years old, and that repairing the cracks going forward is the way to go. They also said that we suspect the clay courts watering system is blocked with debris, and that the scarifying (scraping) of the courts planned for next year should re-refresh the usefulness of the current watering system. John Taylor added that these steps were the proper way to maintain our courts, and that if these procedures did not work, the Board should look for further steps to keep the courts in good shape.

Agenda ITEM 8 – Lighting

Louise went over the Lights Timeline, the on-going Lights Discussion, and the Next Steps necessary in our consultation process. She then opened the floor to comments and discussion. Phil English proposed that the format be that he take 3 questions, and allow for Louise to respond.

Geoff White asked for clarification on the lighting being only on courts 2 and 3, and only being on until 10pm. If so, he questioned whether this was useful. (Answer: yes, courts 2 and 3, and only until 10pm)

Bill Turner cautioned the Board not to compromise too much with the neighbours.

Carl Ruben asked is the Board has considered noise attenuation in the lighting proposal (Answer: there is no reason for this, but we have taken it into consideration)

Tony Brunst made the comment that the club has been operating independently for over 100 years, without any direct funding from the community. He also mentioned that some members of the community were mis-casting the intentions of the club, and scare-mongering their neighbours into opposing any lighting installations by the club.

Gavin passed the comment that a comparison between the RL TC lighting project and the lighting at the rink (RPPS) has no merit as the RPPS has been there for over 60 years. Gavin also said we needed the buy in from every stakeholder and neighbourhood heritage committee in order to move forward.

David Clendenning past the comment that the Board should inform the entire membership on the time limits

of the lights, the noise level increases due to the lighting, and the amount of lighting.

Bea Hampson asked if the club had enough money to overhaul the clay courts, the hard courts AND proceed with the lighting project. (Answer: re-doing the entire courts is not foreseen as a possibility)

Joel Weiner suggested that we develop a neighbourhood “street team” to campaign on our behalf and sway favour in the neighbourhood as our opponents are doing.

Robert Collette asked what the RPRA’s role and position is in the lighting debate (Answer: the RPRA was trying to stay out of the debate, but some people in the community produced a newsletter which could lead people to believe that it had been produced by the RPRA. The RPRA HERITAGE COMMITTEE has been vocal about opposing the lighting proposal. The RPRA President, Russ, has offered to mediate any meeting between the RL TC and the RPRA), and wanted to know what came of the lawsuit which we had been threatened with (Answer: The lawsuit was threat was dropped once our permit had expired).

Marg Ross asked that the Board outline what we will do to appease all the concerns of the neighbours, and asked if the Board would come back to the membership once we’ve consulted with the RPRA (Answer: In the motion presented, it says first we consult, then we report back. This is the plan). Marg also asked if we could put up a demo pole (Answer: only if we have a permit. Else we have the informational packet only)

Tony Brunst gave a bit of history on the club as a great social gathering place, and passed the comment that we should not be reticent to encourage people from staying late.

Gavin suggested the club put the lighting debate in front of the RPRA.

David said the members do not know enough about the lighting proposal and the animosity amongst the neighbours over it. He said that just a vote at the AGM is not enough for the Board to act on. (Answer: We have presented all the information multiple times, and made all information available. You can lead a horse to water...)

Kent suggested the Board do a ZOOM presentation for all the membership, and said that he feels the courts should be taken care of first, and the lights should be after. (Answer: The Board is acting on the results of the survey to the membership).

Robert Collette mentioned that all the issues with the neighbours have been very clearly laid out and stated in the multiple newsletters.

Geoff White made the comment that it was time to put forth the motion.

8.1 Motion: Phil English put forth the motion as stated in the agenda and was seconded by Robert Collette. Gavin then changed the motion to include “Consult Community AND MEMEBERSHIP”, seconded by David Clandenning. The motion was passed with 45 votes for, 6 votes against and 0 abstained.

8.2 Motion: The Capital Expenditure Plan motion as stated in the agenda was proposed by ??? and seconded by ???. The motion carried with 45 votes for, 2 vote against and 4 abstained.

9.1 Motion: Approval of re-election of term for Board members. The motion was passed with 42 votes for, 0 vote against and 0 abstained.

9.2 Motion: Approval of new Board members. The motion was passed with 39 votes for, 0 vote against and 0 abstained.

Agenda ITEM 10 – New Business

10. Louise asked the membership if anyone had any new business to introduce at this time.

Gavin asked about establishing a Written Social Media Guideline, which Louise answered we had already done since our last ZOOM Board meeting and that we would make him privy to it.

Joel asked if we should put a committee together to raise positive awareness for our lighting cause, and Louise agreed that it was a great idea, and suggested that anyone contact her directly to enroll on that committee.

Agenda ITEM 11 – Adjournment

11. Motion: Motion to adjourn at 5:33 made by David Clendenning, and seconded by Carl Ruben. The motion was passed unanimously.



RLTC OFFICER REPORTS

Annual General Meeting
December 5, 2021

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President's Report

Louise Malhotra

The 2021 season of tennis at RLTC has been remarkably successful through our second season of COVID disruption. The provincially driven COVID policies dictated much of our season's progression, though we are pleased that the Club responded in turn with great growth, posting record participation and profits. In the end, we had about 575 members, an increase of 170 over last year. RLTC has not had such membership numbers since at least 2006. Please see our Treasurer's report to review the good financial news.

A one-month spring lockdown led to a slightly delayed official opening and disrupted adult and junior programming. During the shutdown, the Board worked diligently to advocate for the reinstatement of outdoor tennis via our affiliations with Tennis Canada, Ontario Tennis Association, and by activating local outreach. We officially opened this year on May 22nd, though we had a lovely "pre-season" soft opening in early April due to excellent weather.

Throughout the season, fluctuating provincial COVID guidelines created the need for ongoing revision of our own club policies. We worked hard to balance the concerns of many club members, while recognizing that there is no perfect solution in unconventional circumstances. I feel confident the Board met those challenges while retaining the utmost respect for our membership, sensitivity to our club's needs, and an eye towards continued success. The Board plans to revisit all COVID policies and procedures in March 2022 to provide a comprehensive plan for our new season. Our members' health and safety will continue to be our utmost priority.

The Board is grateful for the hard work of our staff team this year at RLTC. Especially considering the ongoing adjustments and adaptations, we wish to recognize **Chris Hannant**, our General Manager, who showed tremendous grace under pressure, exceptional kindness to our club members, and diligence in his duties. This was Chris' fourth and final year at RLTC, and he will be sorely missed next season. On behalf of the entire membership, we wish Chris our very best wishes as he pursues his future endeavors. We also look forward to seeing him on court next year, enjoying a complementary membership. The Board will commence a search for a new General Manager for the 2022 season.

Strong tennis programming was at the core of our successful season, with a full overhaul of programs, clinics, and playing opportunities. Enormous thanks to Tennis Director **Zhenya Kondratovski** and Senior Pro **Dan Vila**, who have been exceptional leaders in tennis this year. We are very fortunate at Rockcliffe to have such high-level coaching talent. Zhenya and Dan continually bring enthusiasm, professionalism, and hard work to the courts, and have created a strong backbone of tennis programming to guide us into next season. Given their strong contributions to the Club's financial outlook, the Board gave them each a financial bonus to thank them for their efforts this season. We look forward to welcoming them back next year. Please review our tennis programming report for more details.

We wish to thank our hard-working staff members both on and off the court. Thank you to our club house attendants for their efforts in keeping our club running smoothly. The team brought energy and enthusiasm to the club and our social events. Thank you to our dynamic selection of Junior tennis instructors who ensured the junior camps were well-received by parents and kids.

As we prepare for transition to our 2022 Board of Directors, we wish to say thank you to outgoing directors **Julie Smyth** and **Jackie Douglas**. Julie has been an enthusiastic board member for the past four

years helping in all areas of club life, including adult programming, new member orientation, social media, and policy review. Jackie finishes her third year and has helped shape the robust junior program at our club, to the benefit of all junior members. Thank you to Julie and Jackie for providing valuable input, enthusiasm, and a great amount of personal time.

We are fortunate at Rockcliffe to have such a wonderful tennis community. For almost 100 years, RLTC members have helped shape the club through volunteering their time and energy. This contribution is at the heart of our club and continues to be one of its most valuable assets. This year, the Board wishes to announce a special **Outstanding Volunteer Achievement Award** to **Gill Kirkwood** and **Paul Bernier**. Their numerous contributions to the club over many years have gone above and beyond expectations to help strengthen our tennis community. Gill and Paul will each receive a 5-year membership in gratitude for their extraordinary service to the club. We are grateful for these special members. Please read our volunteer report for full details about these extraordinary members.

At last AGM, the Board identified several capital expense priorities for the next few years. Please review our revised Capital Plan report for a projection of major club expenses in the coming years. The hard courts repair was slated for mid-summer, but a frustrating scheduling issue with the contractor prevented the work from being completed this season. Instead, minor cracks were filled and sanded. The contractor will fulfill his work obligations at the beginning of next season at a considerably reduced cost, in compensation for the delay. We look forward to having fully resurfaced hard courts next season. Please see our Grounds Report for further details.

Additionally, the capital expense of court lighting was debated at length at the last AGM. The mandates and objectives from that meeting still hold, but unfortunately this year the Board was not able to take the next steps forward due in large part to the extraordinary demand of constantly changing COVID policies and frequent revamping of programming. More updates on the lighting project will be forthcoming as committee work resumes.

As we look ahead, it should be noted that the 2023 season will be our **100-year anniversary**. This is a remarkable milestone, and we will start now to plan meaningful ways to recognize our role in Rockcliffe's history. Please be in touch with us if you would like to share stories, memorabilia, and photos from the last 100 years. We are actively recruiting volunteers to help make this milestone year a success.

On a final note, we wish to thank the membership for their continued engagement and encouragement this summer. It has been a year of tremendous challenge and growth for our club, and we hope our courts and grounds continue to offer our members a safe, healthy, and happy space to play tennis and make friends. The RLTC is a gem within our neighbourhood and should continue to be cherished for the next 100 years. We look forward to welcoming you back to our courts again next season.

Happy Holidays!

Louise Malhotra

Treasurer's Report

Philip English

Once again, the year got off to a slow start. After a promising early April, we were forced to shut down until mid-May. With the loss of after-school programming and court rentals in the spring, and higher budgets for staff and pros, we budgeted for only a small net income of \$10K.

However, when the season finally began, it became clear that there was a growing demand for tennis and the number of new members was increasing fast. There was also strong demand from parents for summer camps, even in a half day format. In the end, membership fees far exceeded projections and were 50% above last year's total.

Profit and Loss

We are pleased to report that we have ended the year with a record operating surplus. As indicated in the profit and loss table, our net income is estimated at roughly \$67K. This compares to \$27K in 2020. This result can be attributed to summer camps (net income \$34K), sponsorships (\$21K), lessons and clinics (\$10K) and the canteen (\$9K). It is worth noting that our core activity of running a tennis club results in a small deficit even with a government subsidy for summer jobs (\$7K). In recognition of the key role played by the senior pros, and their contribution to our bottom line, the Board agreed to pay both a bonus of \$1000 over and above their monthly stipends for planning and administration. Chris Hannant also received three bonuses totaling \$3000 after meeting the targets defined in his contract.

Balance Sheet

The RLTC balance for 2021 stands at \$288,521. This represents a significant increase from \$202,325 at the end of 2020. Consequently, our financial situation has improved significantly. Note that this includes \$10,500 set aside for the Ali Khan award, \$9,359 in accounts receivable, and prepaid expenses (light fixtures) of \$21,652.

Bank Accounts

The status of our bank accounts and other savings is as follows:

- Chequing account: \$81,347.96
- Savings account: \$41,307.60
- GICs: \$151,909.89
- Ali Khan GIC for Juniors: \$10,518.53

The Khan Family donated \$10,000 to be used to support junior tennis at the RLTC. This was increased by \$500 through donations from the ALS fund raiser held at the club in memory of Paul Durand in August, 2018. The interest from this fund is normally used to recognize two promising junior players at the club, one girl and one boy. Given recent very low interest rates, we have been topping up the amount in order to provide a total of \$250.

Looking ahead

The RLTC is clearly in good financial health and can afford to undertake repairs to the hard courts, necessary upgrades to the clubhouse, and minor improvements to the clay courts. If the lighting project moves ahead, the club can now afford to cover all of the remaining costs. However, it has always been club policy to keep significant reserves in the event of major unanticipated costs, such as failure of our clay court watering system. Sooner or later, the clay courts will have to be replaced. Consequently, we plan to continue building our reserves in order to minimize – and possibly avoid – the need for a special levy when that time comes.

The attached capital plan lays out our best estimate of the expenses we expect to incur over the next 5-10 years and how these will affect our financial position. It also assumes that our record performance in 2021 will not be repeated in 2022 as the situation normalizes and people have more options.

Grounds and Club House Report

Mitch Bouchard, Louise Malhotra, Kathie Swim

Hard Courts

The anticipated full resurfacing of the hard courts in mid-summer were unfortunately postponed. Due to circumstances beyond the Club's control, the contractor was unable to fulfill our scheduled time slot. This was particularly unfortunate because summer camp schedules were amended in anticipation of this work and was an inconvenience for members. As an interim solution, major cracks in courts 7 and 8 were filled and sanded to allow for safer playing this season.

Moving forward, we have acquired solid reassurances from the court contractor that the full resurfacing work will be completed in May 2022, as soon as warmer weather allows. They may complete all four courts at once, or it may be divided into two-court sections to allow for more continued usage. This will be determined closer to the start of the season based on labour considerations, and weather conditions. In compensation for rescheduling, the contractor will be completing the work at significantly reduced price, with an offer to also contribute to our junior programs to compensate for missed camp weeks. We feel confident that the work will be completed on schedule and look forward to the newly refurbished courts next season. We thank the membership for their patience on this issue.

Clay Courts

This year due to the covid closures at the start of the season we could not proceed with anticipated deep scarification of the clay courts. Instead, a light scarification was performed during the court opening and a deeper scarification will proceed this upcoming spring, allowing for better drainage throughout the season.

We have already ordered the clay for the spring, which is being properly stored over the winter months. This allows us for a quick opening that is weather dependent, instead of waiting for clay supply to arrive. As noted through COVID, supply chains are easily disrupted, and this ordering tactic will minimize clay court opening delays.

This year we expect to have to repair some irrigation pipes under the clay courts because of an increase in water usage. We may consider implementing a monitoring system to better help control potential leaks.

Given the age of our HydroCourt plumbing system, we expect maintenance costs to increase gradually, until the point where a **full replacement (\$200K+) is required, perhaps within 7-10 years**. Please see our Capital Plan for more details

General Grounds

A new maintenance company, Veridius, was engaged this season to ensure professional, thorough work on our grounds. They were tasked with lawn and garden care and worked within a set number of weekly hours. This allowed them to take on several additional tasks such moving clay bags into ordered piles, cleaning clay court gutters, refurbishing the wooden grate on the north side of the clubhouse, adding pebbles in select ditch areas, various repairs both in and out of the club house, fixing our backboard, and replacing our ramp leading to court 4. Veridius showed themselves to be prompt, professional, and responsible. We will engage their services for next year for routine maintenance work and also to assist with additional projects expected, such as repairing the shed roof in the spring.

Thanks to the hard work throughout the summer by Paul Bernier and Gill Kirkwood, the deck has a new facelift. Our “Outstanding Volunteers” (see Volunteer Report) have replaced all the rotted wood and replaced with fresh boards. They have additionally built new benches for viewing. All work was completed on material costs only. Thank you, Paul and Gill!

Areas of grounds improvement for consideration include an irrigation system for the central grass area to assist the challenging maintenance of our green. It has been challenging to find a schedule to adequately use our above ground sprinklers while members are not present, and present logistical challenges.

Looking ahead, the tree canopy of the club requires long-term planning. There are trees that require significant maintenance and require appropriate professional help. The Board will consider an appropriate multi-decade plan for the health and growth of our trees and report back to the membership. We want to ensure a healthy canopy for future generations to come.

Clubhouse

This year we added new appliances in our kitchen, as per last year’s capital expense budget. A restaurant food supplier (Gordon Food Services) was engaged to help introduce new food items, lower costs, and streamline processes. Once restrictions were lifted in June, in addition to the usual snacks, there was gradual expansion of new food and beverage items, adding some healthier options, including granola bars, sports drinks, cookies, breakfast sandwiches, wraps, smoothies, and the not-so-healthy crowd pleasers... muffins, French fries, cauliflower wings, and pizza. Konzlemaan was the supplier for red and white house options and Moosehead beer supplied their namesake brand and additional brand *Cracked Canoe* as a lighter, refreshing ale.

A borrowed air fryer and the purchase of a new commercial toaster oven were helpful for “quick” preparation. Café expenses planned for 2022 include an air fryer and new drinks refrigerator. New kitchen cabinetry is also being considered, given the diminished state of the current kitchen.

Member feedback is important; recommendations and comments are welcome to help prepare a menu and events plan for all to enjoy.

Club Equipment

After a disappointing delay in the expected ball machine, the Board had to re-evaluate timing and costs mid-season, after COVID-delays and increased expenses became an on-going issue. We will use the off-season to secure a new machine, although it should be noted given the high demand for courts, there will be strict limits placed on the use of the new machine to help maximize court capacity at peak hours. We will keep members posted as we receive new information on this piece of equipment.

Tennis Programming Report

Jackie Douglas, Louise Malhotra, Phil English

Despite a shortened Spring season, the junior and adult programs were overall well attended. Our senior pros **Zhenya Kondratovski** and **Dan Vila** worked tirelessly all season to provide exceptional programs for our members. They put in the extra time to develop and modify programs and were extraordinarily agile in making changes to meet the Covid restrictions.

Junior Development

The recreational and pre-competitive summer programs were very popular, which greatly benefits the general membership by significantly adding to the club's bottom line. We had 158 participants this year. Some weeks had 30-40 kids participating in the camp. We also experienced a high number of camp re-registrations. This shows that recreational and pre-competitive programming is well-positioned at our club and should be continued to be developed. Summer camp junior coaching staff consisted of **Sofia, Matilda, Ronan, Axelle and Alexa**. Their enthusiasm resulted in positive reviews of the recreational camps with campers and parents alike.

Interest in the junior advanced-competitive programs was low this year, with some sessions being cancelled. Unfortunately, the quick growth of competitive training at the nearby Rideau Sports Club has limited our ability to offer these same programs. The RLTC is not well-equipped to compete with their extensive year-round offerings. RLTC will not offer a competitive session next summer and will instead shift focus to further strengthen our robust recreational and pre-competitive program.

The club hosted two OTA junior tennis tournaments including the Future Stars and Transition Tour. They were both a huge success and helped the Club support junior tennis within the greater Ottawa region. Next year we hope to include additional tournaments well suited to our Club's age bracket of younger pre-competitive players.

Adult Programming

Despite missing the spring program sessions, participation in the adult programming picked up as the season progressed, with particularly strong numbers in the fall programming. There was a new system of grouping players to ensure that members were appropriately divided. There continues to be challenges in making sure that people are in the correct level, and we will work in the off-season to help develop an appropriate assessment system. Suggestions may include a match play format of assessment at the beginning of the season to determine clinic and round robin levels.

The Women's clinics, Cardio tennis and the beginner (C/D) and intermediate (B) clinics were very popular in the fall season, however there was not as much interest in the Advanced (A) clinics. We may restructure the timing or formats of these programs to better meet the needs of that category. Overall, while spring and fall programs are always popular, the mid-summer adult programs will need to be restructured in timing, and perhaps format, to allow for stronger participation.

Round robins continue to be a major draw for members and are coordinated by dedicated club volunteers. The Monday and Friday round robins for all levels were again organized this year by **Paul Bernier and Gill Kirkwood**. They continued the tradition of casual fun play in a relaxed environment, making it easy for new members to get involved. **Nick Fortier** did an excellent job taking over the Wednesday Advanced round robins this season, pairing heavy hitters and maximizing singles play when possible. Players often enjoyed a social time with food and drinks after the round.

Richard Martineau again handled the Tuesday intermediate-advanced sessions this season, which were well-organized, fair, and well-communicated. Thank you to our volunteers who make the club round robins so successful.

Private lessons continued to be in high demand this season and the coaches did their best to accommodate requests. Two full time tennis pros and some lesson time with junior instructors were fully needed to meet the high lesson demand.

Looking forward to next season, the coaches are interested in running weekly match play, one day tournaments, and more family events. In addition, they propose offering more women's clinics as well as a one-week adult camp. The club is very lucky to have such talented, kind, and dedicated coaches who consistently go above and beyond their job descriptions to make programs and lessons so enjoyable for members.

RLTC Club Tournament Circuit

It was another successful season of tournaments. The late club opening obliged us to push back the starting date by 10 days, but by late June the mixed doubles were in "full swing". Fifteen teams entered and once again Louise Malhotra and Daniel Alfredsson prevailed. The women's and men's doubles (8 and 20 teams respectively) followed in July. Maureen Boyd and Susan Mersereau won the women's event, while Henric Alfredsson and Sacha Krishna won the men's event.

After the usual break in August, both adult singles tournaments were held in September. Both were divided into an A and B division in order to encourage more participation. Forty men and 16 women competed. Once again, Daniel Alfredsson was the winner among the men, while Cindie Houde is our new women's champion. The club junior tournament was also held in September.

Players exhibited the friendly, yet competitive approach expected in a club tournament, and the finals provided great opportunities for responsible socializing on the deck. The tournament committee was once again led by Phil English, with strong support from Pablo Gonzalez, Sonja Henneman and Chris Hannant. We invite ideas to encourage our Women's entry draws. As always, we welcome feedback on any of our tournament programming.

Volunteer Report

Louise Malhotra

The Board of Directors would like to present the first **Outstanding Volunteer Achievement Award** with enormous gratitude and great respect to **Gill Kirkwood and Paul Bernier**. Their volunteer hours are unmatched in our club in recent memory. To honour these two fine long-standing volunteers of our club, we offer them each a 5-year membership in thanks for their outstanding efforts, energy, and time.

Outstanding Volunteer Achievement Award: Paul Bernier



First a member in 2006, Paul immediately threw himself into volunteer life at RLTC. He became Treasurer after his first year, taking part in challenging tasks such as internal renovations, new roof repairs, and new by-laws.

Paul became the captain of the men's inter-club team in 2013, and established the second team in 2017, which has been a staple of our club for many years. Paul continues to help organize and maintain the popular volunteer-led inclusive round robins on Mondays and Fridays, open to members of any level, which helps keep the social life at RLTC strong. His enthusiasm and welcoming nature has brought many new members into their fold.

Most of us will have seen Paul frequently working on our deck. However, this has been a long-standing love (or hate) affair! He began work in 2010 with the first full deck extension around the club house, followed by many years of small and large repairs over time. This past summer, Paul and Gill worked solidly to replace rotten boards, sand and repair the decking, and build brand new benches for court viewing. Paul has also spent significant time pressure washing and painting the club house and completing a range of odd jobs across our grounds. Every year, Paul has thrown himself into all manner of tasks around the club, from manual labour, to careful wine selection for our menus, to painting, and building. This club simply would not be the same without him.

We thank Paul Bernier for his exceptional dedication to our Club by presenting him with an honorary 5-year membership. Thank you for your commitment to the RLTC!

Outstanding Volunteer Achievement Award: Gill Kirkwood



Gill joined the Board of Directors in 2011 starting him down the road of long-standing service to our club. While on the Board, Gill helped with volunteer IT work, such as starting our website, working on its design and support, stream-lining membership registration, and computerizing membership lists.

Even after stepping off the Board, Gill continued his extensive IT support by taking on all manner of tasks, from replying to members emails in the off-season, handling junior program registration, responding to membership inquiries, developing membership surveys, assisting the book-keeper, and a wide range of back-of-house programming.

Gill was instrumental during the adaptation of each new software system of the club, including the latest transition to our on-line booking system. Gill spent a tremendous amount of time training and supporting the General Manger and staff in the program. His keen eye for detail and pleasant demeanour has guided many board and staff members through the running of the club.

Never one to be idle, Gill has also been instrumental over the last decade in ensuring the courts are up and running. He helps in every manner of volunteer capacity around the club, from grounds repair, to cleaning up, fixing leaky valves, sanding boards, pressure washing and generally tinkering! The Club would not be the same without Gill helping behind the scenes.

As an avid tennis enthusiast, Gill is also instrumental in running twice-weekly round robins open to all members, helping to build our strong club community. He is frequently found in the middle of winter clearing courts to allow for a friendly winter game of pickle ball. What a guy!

On behalf of a very grateful Club, we wish to recognize Gill for his exceptional dedication toward the club and present a 5-year honorary membership. Thank you Gill!

To all our volunteers

This season we feel the club is looking and feeling better than ever and we could not do that without our many volunteers who have assisted with landscape and grounds clean up, club house exterior upkeep, tournament programming, development of round robins, assistance with social media, and a multitude of critical tasks. Thank you for your time, energy and enthusiasm.

Please consider volunteering in some capacity for the next season – just let us know how you would like to help! Volunteer opportunities can include the following areas:

- Garden bed weeding and maintenance
- Handy tasks, such as building and replacing items around the grounds
- Spring clean-up
- IT assistance
- Coordinating social events such as family events, BBQs or special socials – you can choose one event to help out
- Writing promotional material for local news outlets
- Photography – we love to see our members in action!
- Our upcoming 100-year anniversary celebration committee

We are always looking for new additions to our Board of Directors to help with the management and direction of the club. A strong Board allows for smooth transitions and solid leadership of our club. Please consider your ability to help for the 2023 year.

Social Report

Kathie Swim, Julie Mouris

Due to COVID protocols the Club did not hold its usual Open House. However, the Club offered a few free sessions with the pros for any players that wanted to learn their tennis rating. This was very successful, and the Club would like to incorporate more opportunities for players to get rated as this is beneficial for ensuring that players are well-matched to the appropriate categories for round robins, clinics, and tournaments.

Similarly, due to COVID the usual Annual Social could not take place, but if it is possible to run it next year, even in a modified manner, the Club will aim to do so.

The BBQ's and dinners were a great success, thanks to volunteer support from **Scott Hannant, Gill Kirkwood, Paul Bernier**, and the families of staff members **Tia, Hanshul, and Alex** introducing food-themed nights. The events were often past capacity and went well into the evening. Music night welcomed talented artists including local musicians, members, and staff. **Julie Smyth** did a fantastic job highlighting events, sharing photos, and keeping the club relevant on social media.

The Movie night was easy to set up but fell on an evening with rain. This could easily be hosted a few times next season and makes for a great family night activity. The club has picnic style mats that are useful for this event.

The end of season BBQ Lunch was well received. More daytime BBQ's will be considered for 2022.

Plans will be underway in 2022 to begin preparing for the Club Centenary Celebration in 2023. Photos, memorabilia, and stories from our Club's history are welcome! Please contact the club if you have interest in helping us develop this milestone year celebration.

Overall, the social interactive aspects of the past season revolved around the Club's ability to adapt to the ever-changing COVID rules and regulations, keeping the membership informed and safe while enjoying a cold beverage, six feet apart.

Incoming Board Member Biography

Laurie Maybury

My name is Laurie Maybury. I joined the Rockcliffe Tennis Club this summer. I've been playing tennis for over a decade, and I've discovered that the more I play, the more I want to play. Tennis Anonymous is clearly in my future! When I'm not working on my forehand, I love to take photographs, write blogs, create websites, and make new friends. I'm excited about helping to build a strong tennis community at Rockcliffe. When I'm not on the tennis court, you can find me at the Canada Border Services Agency, where I'm the Director of Change Management.

Rockcliffe Lawn Tennis Club

Balance Sheet

18/11/21

As of 31 October 2021

Accrual Basis

	<u>31 Oct 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000 · BMO Chequing	28,118.48
1015 · BMO Savings	66,307.60
1050 · GIC Khan/Other for Juniors	10,500.00
1051 · Accrued Interest Khan Fund	15.99
1055 · Investment GIC	151,365.47
1056 · Accrued Interest General Funds	486.85
Total Chequing/Savings	<u>256,794.39</u>
Accounts Receivable	
1500 · Accounts Receivable	9,359.83
Total Accounts Receivable	<u>9,359.83</u>
Other Current Assets	
1060 · Inventory for Resale	715.46
1200 · Prepaid Expenses	21,651.99
Total Other Current Assets	<u>22,367.45</u>
Total Current Assets	<u>288,521.67</u>
TOTAL ASSETS	<u>288,521.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,695.00
Total Accounts Payable	<u>1,695.00</u>
Other Current Liabilities	
2100 · Credit for Members	3,135.38
2300 · Money Available Junior Award	550.55
Total Other Current Liabilities	<u>3,685.93</u>
Total Current Liabilities	5,380.93
Long Term Liabilities	
2500 · Fund for Juniors	10,515.99
Total Long Term Liabilities	<u>10,515.99</u>
Total Liabilities	15,896.92
Equity	
3000 · Opening Balance Equity	104,093.36
3050 · Capital Reserve	75,000.00
3900 · Retained Earnings	26,011.09
Net Income	67,520.30
Total Equity	<u>272,624.75</u>
TOTAL LIABILITIES & EQUITY	<u>288,521.67</u>

Rockcliffe Lawn Tennis Club
Profit & Loss
 November 2020 through October 2021

	Nov '20 - Oct 21
Ordinary Income/Expense	
Income	
4000 · Membership Dues	175,940.00
4010 · Advertising Sponsors	21,037.39
4015 · Government Grants	7,273.00
4020 · Other Income	1,095.00
4030 · Guest Fees	3,150.00
4040 · Court Rentals	1,100.00
4050 · Interest Income	737.01
4140 · Food/Drink/Tuck Sales	24,400.75
4143 · Racquet Stringing	4,208.64
4150 · Junior Programs	69,487.43
4170 · Lessons & Clinics	48,299.90
4190 · Barbeques	4,338.81
4200 · Tournaments	1,350.00
	362,417.93
Total Income	362,417.93
Gross Profit	362,417.93
Expense	
6000 · Payroll Expenses	
6010 · Club Manager	30,580.78
6020 · Club Attendants	41,811.83
6030 · Grounds Employees	5,316.52
6031 · Contract Grounds & Courts	350.00
6040 · Pro Fees for Instruction	32,500.98
6050 · Pro Fees for Admin/Other	7,500.00
6060 · Camp Instructors	25,569.34
6065 · Meals & Gifts Staff	1,236.84
6070 · Bonuses	7,000.00
6080 · Other Employment	4,149.90
6000 · Payroll Expenses - Other	0.00
	156,016.19
Total 6000 · Payroll Expenses	156,016.19
6090 · Cost of Goods Sold	19,550.20
6100 · Grounds & Court Maintenance	30,878.36
6150 · Supplies & Equipment	10,938.53
6200 · Office Expenses	831.21
6250 · Service Charges & Penalties	11,690.56
6300 · Utilities	
6310 · Telecommunications	3,639.40
6320 · Computer Services	4,906.87
6330 · Electricity	1,093.06
6340 · Security	200.00
6350 · Waste Management	1,530.41
6360 · Water	20,394.88
	31,764.62
Total 6300 · Utilities	31,764.62
6400 · Property Taxes	12,490.43
6450 · Advertising & Website	1,005.20
6500 · Insurance Expense	1,280.26
6550 · Bookkeeping	6,907.50
6575 · Audit Fees	1,500.00
6675 · Association Fees & Licenses	2,267.52
6700 · Miscellaneous	7,777.05
	294,897.63
Total Expense	294,897.63
Net Ordinary Income	67,520.30
Net Income	67,520.30

RLTC Capital Plan 2022-30

This plan represents an update of the document distributed at the 2020 AGM. The Board proposes the revised schedule in Table 1 for capital expenditures over and above normal maintenance. We include expenses incurred in 2021.

The 2020 member survey identified repair of the hard courts as the highest priority. Repair of cracks in the hard courts began in 2021 but completion of the work (resurfacing and painting) had to be pushed back to 2022. The last time this work was done was in the spring of 2015, so the hard courts are due for major repair. This project is scheduled for May 2022.

Lighting emerged as the second priority in the member survey. The Board proposed to revive this project in 2021, but it had to be delayed for internal reasons. This will involve consultations with the neighbours and a permit application to the City of Ottawa. Light fixtures were purchased on the basis of the 2019 AGM decision to proceed with the project, before COVID-19 forced a pause. That reduced the remaining cost of the project by \$20,000. If the project is cancelled, we expect to resell the light fixtures and recoup most if not all of their cost.

A third priority confirmed by the survey is improvement of the clay courts. Laser levelling followed by deep scarification can significantly improve the capacity of the courts to recover after rain. Regular maintenance during the tennis season is also important and staff and volunteers have become more adept at this. We assume that the underground watering system will remain viable for the next four years, but it is coming to the end of its useful life. Significant reserves must be maintained to prepare for this major expense.

Table 1: Capital Expenses 2021-2030: Actual and Planned

	2021	2022	2023	2024	2025	2026=30
	Parking lot and minor club-house repairs \$3K	Hard court resurfacing 15-20K	Repairs to clay court plumbing 10K	Repair of clubhouse supporting posts \$20K	TBD 10K	Clay court replacement \$200-250K
	Deck repair \$3K	Lighting project \$55-65K				
	New cooktop and oven \$2K	Clay court laser levelling+ and deep scarifying \$5-8K				
		Kitchen improvements \$10K				
		Ball machine and shed roof \$10K				
Total	8K	90-108K	10K	20K	10K	200-250K
Surplus	65K	35K	30K	30K	30K	
Reserves	250K	172-190K	192-210K	202-220K	222-240K	

We do not envisage replacing the clubhouse over the next 10 years, but various expenditures will be necessary to prolong its life and improve its functionality. These include a major overhaul of the kitchen, and repair or replacement of the posts holding up the building. The deck has been given a new lease on life thanks to the amazing work of a couple of volunteers.

We propose the following motion:

- 1) That the capital plan outlined in Table 1 be approved, with the understanding that the membership will be provided with an update at each Annual General Meeting of the club and will be asked to approve any major changes to the plan.

Thanks to the success of the current fiscal year, and the improved financial prospects for the near future, we believe that these capital expenses can be covered by realistic annual surpluses of \$25-40,000 and occasional increases in fees. This will enable us to build up a reserve which should cover the eventual cost of clay court replacement with little or no special levy, depending on how soon it needs to be done.