

**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 on Sunday December 3rd, at 2:00 pm at the Rockcliffe Park Community Centre, 380 Springfield Road.

If members are unable to attend, they may complete the attached Proxy form and return it by email to RLTC on or before the Annual General Meeting at: **president@rltennis.ca**.

During the course of the meeting, the members will be asked to vote on Agenda Items and Motions. There will be an opportunity for members to ask questions at the end of each agenda item presentation. Please hold questions until prompted by the moderator.

Supporting Documents:

1. RLTC Agenda of the 2023 AGM
2. RLTC AGM Meeting Minutes from December 2022
3. RLTC Directors' Report for 2023
4. RLTC Balance Statement for 2023
5. RLTC Profit and Loss Statement for 2023
6. RLTC Capital Expense Plan for 2023-2030
7. RLTC AGM Proxy Form (English and French)

**ROCKCLIFFE LAWN TENNIS CLUB**  
**AGENDA OF ANNUAL GENERAL MEETING**  
**Sunday, December 3rd, 2023**

1. Welcome and call to order;
2. To review and approve the Agenda of the 2023 AGM;
3. To review and approve the Minutes of the AGM of RLTC, held December 4th, 2022;
4. To receive and review the RLTC Directors' Report which includes sections on the following areas of activity for the 2023 season:
  - 4.1 President's Report
  - 4.2 Treasurer's Report
    - 4.2.1 To receive and review the Financial Statements of RLTC for the year ended October 31, 2023;
    - 4.2.2 To receive and review the RLTC Board updated capital expenditures chart;
  - 4.3 Grounds and Clubhouse Report
  - 4.4 Lighting Report
  - 4.5 Tennis Programming Report
  - 4.6 Tournament Report
  - 4.7 Social Report
  - 4.8 Biographies of Incoming Director Nominations
5. To elect the Board of Directors for 2023.
  - 5.1 The following members have been nominated to stand for re-election:
    - 5.1.1 Laurie Maybury (President)
  - 5.2 The following members have been nominated to stand for first-time election:
    - 5.2.1 Susan Mersereau
    - 5.2.2 Frances Shapiro Munn
6. To transact such other business as may properly come before the Annual General Meeting;
7. Adjournment.

ROCKCLIFFE LAWN TENNIS CLUB  
MINUTES OF ANNUAL GENERAL MEETING  
Sunday December 4<sup>th</sup>, 2022

Held at Rockcliffe Community Centre, 380 Springfield Road

Present Board Directors: Louise Malhotra, Kathie Swim, Phil English, Laurie Maybury,  
Jordan Samaroo, Julie Mouris

Absent Board Directors: Sébastien Huard, Mitch Bouchard, Pablo Gonzalez

**1. Welcome and call to order**

Louise called the meeting to order at 2:03 PM.

**2. To review and approve the Agenda of the 2022 AGM**

Moved by Gill Kirkwood, seconded by David Clendenning. Approved.

**3. To review and approve the Minutes of the AGM of RLTC, held December 5<sup>th</sup>, 2021**

No one had questions about clarifications for AGM Minutes.

Moved by Laurie Maybury, seconded by Jordan Samaroo. Approved.

**4. To receive and review the RLTC Directors' Report which includes sections on the following areas of activity for the 2022 season:**

**4.1 President's Report – Louise Malhotra**

Louise said it has been a remarkable term as President with the challenges associated with the pandemic, but there were opportunities for growth and a stronger club. Louise thanked the Board directors and the myriad of volunteers at the club. She thanked coaches Zhenya and Dan for their work and commitment to building tennis at the club.

This year the club moved to a new integrated software system which posed its own challenges, but was worthwhile to ensure the club's longevity, assisting with everything from court bookings to payroll. Louise thanked members for their patience throughout the launch, and in particular Gill Kirkwood for his assistance. She mentioned that the Board has approved the funding to implement a mobile application for the software, likely to be in place for the new season.

The Board is very grateful to the Club Manager Hélène Anido for her hard work this past summer in this challenging role. She will be moving on to new opportunities next season. Louise

asked that any members that have leads for candidates for a new Club Manager to put them forward.

Louise thanked outgoing directors Phil English, Julie Mouris, and Jordan Samaroo, and reflected on her own term as President. Two of her objectives were 1) establishing a capital fund and the new software system to assist the club in managing its finances, and 2) ensuring the transition between Board and staff members is smoother.

We have our Centennial year next year, and an incoming director, Ellen Bruce, will be spearheading the committee. Louise asked any members that want to volunteer to assist would be very helpful.

## **4.2 Treasurer's Report - Phil English**

### 4.2.1 To receive and review the Financial Statements of RLTC for the year ended October 31, 2022

Phil thanked Louise for her work as President. He remarked that the numbers are not yet finalized as certain costs are still being incurred. The number for the operating surplus of approximately \$65,000 is quite accurate. The recent expenditures which are not yet included in the financial statements fall under the capital expense fund. But this means that the total assets and liabilities in the balance sheet has fallen since the financial statements were first sent out. We have approximately \$230,000 in the bank today, so the club is financially healthy. The hard court upgrade work was done for about \$14,000, and \$7,000 was invested in equipment. One of the reasons the Club has a solid bottom line was because fees were raised at the beginning of the year. The Board did a comparison with its competitors' fees and found that even with the increases, the Club's new fees were still competitive. In previous years, the profits were mainly generated from junior programs, but now the Club is getting profits from more diverse sources. This year the profits from junior programs fell and so did revenues from lessons and clinics as the pros were not as active this year. Phil remarked that last year was a phenomenal year in terms of membership numbers so it may not be a good comparator. This year membership numbers were still very solid but there was a slight drop. Our net income of \$65,000 is much higher than any time in the last 15 years, with the exception of 2021.

One member asked why the junior program was not as successful. Louise said that there were less kids overall, and that last year was such a phenomenal year that it is perhaps not a good gauge. Phil did say that the numbers were lower than previous years as well, since we are getting more competition from Rideau Sports Centre junior programming, which has more resources.

Another member asked about the reserve relative to our expenses, at what point the CRA would ask about the club's non-profit status. Phil said that it is recommended that reserves should be sufficient to cover one year of operation if the revenues were to dry up, so he does not foresee any problems.

#### 4.2.2 To receive and review the RLTC Board updated capital expenditures chart – Phil English

In the capital plan, major investments of about \$45,000 were made this year for work on the hard courts, clay court repairs, tree trimming, kitchen appliances, new nets, a ball machine and other equipment. Next year the Club still has the lighting project which could be the biggest item for that season. The good news is if the Club does move forward with that project, it will have the money to pay for it.

One of the big questions is the clubhouse and that there may be a requirement to do some work with the foundation. Another question is how long the clay courts will survive – they have been in place for 30 years. Board director Kathie Swim had identified the PC Court Company from the Laurentians that looked at the courts and said that they may last a while longer. The company has come in to do exploratory work and will advise us on a way forward.

One member asked about the ladies' washroom and whether it will be upgraded. Louise agreed it should be something the new Board looks at costing out, as well as upgrading the kitchen layout, including plumbing and cabinetry. Another member mentioned the deck on the west end of the building appears to be rotting, especially the railing beside the hedge. Louise acknowledged that Gill Kirkwood and Paul Bernier volunteered to replace part of the deck this past season. Gill Kirkwood said that the rest of the railing was on their list but they were not able to get to it, but it could be done next year. Louise said that could be an expense for next summer with the Viridius company that does regular grounds maintenance.

As for the foundation of the clubhouse, Louise said it could be costed out and the Board would have to decide whether it should be an expense next year.

Julie Smyth asked whether any of the Club Managers commented on the workspace inside the clubhouse. Louise said employees are generally using the open spaces. Any overhaul of the space would have to be costed out, and could be reasonably done at the end of next season.

One member asked Gill Kirkwood what he would recommend in terms of the clubhouse and office space. Gill said that a higher need would be storage space rather than a larger office. One member said there could be better shelving in the office.

One member said that he was in favour of clubhouse upgrades but was not in favour of the lighting project. Phil did remark that a survey was circulated and that a significant majority was in favour of moving forward on that project, and that this was discussed at the last two AGMs.

Phil has said that he's taken the lead on the lighting project. The next step will be to send our formal request to the City, after which we will have a community meeting.

There was further discussion about the lighting project and Louise said that should be properly discussed under the Grounds and Clubhouse section.

### **4.3 Grounds and Clubhouse Report**

The hard courts were upgraded this season – that was work that was supposed to be done last summer but due to a scheduling issue on the part of Chris Smith and Canada Courts, it was done this summer. This meant the Club got to pay less for that work which was a win.

As mentioned earlier, the Club engaged PC Court Company, an excellent resource for the Club moving forward with deep knowledge of the Hartru courts. They performed exploratory work on two areas of the clay courts which showed that one cell was swelling up, while another had an issue with the thickness of the substrate – one of the patches' layers was too thin. They did some repair work on those two areas. These represent two different problems in two different areas – the Club will know in the spring whether the issues have been fixed. The repair work may not need to all be done at the same time, which would be much more reasonable for the Club's finances.

Louise indicated that in terms of the morning court maintenance, there were staffing challenges in terms of consistency. The Club likely needs to look at long-term solutions for that role, but it is not easy to fill. One member said that Chris Smith does good work on our courts, and that our courts require sophisticated knowledge which we have not had, and we cannot rely on volunteers. The member spoke to Chris Smith as whether we could contract with him and he said he could but that he would have to hire someone. Louise said that the Board is very aware of these challenges and that we could discuss this issue with Chris Smith again but it may not be financially feasible for our club.

Phil had a few comments on the morning court maintenance: 1) the young people were paid and were not volunteers, 2) the first crew for the season was not as high quality and they were replaced and 3) the tree maintenance will help with the court maintenance.

Louise said that the tree maintenance was done for the first time in a decade and the arborist did work that will create significant improvement especially on the hard courts.

In terms of the lighting project, Louise mentioned that the current status is the Club would make a request of the City regarding the steps involved in pursuing the lighting project. Then the Club would consider whether to move forward with the project. The Board was not able to move forward on this issue this season due to being at maximum capacity.

There was more discussion about the lighting project, and Louise provided some context about the history of the lighting project. Phil also said that he is very clear about the need to consult with the community. He said his recommendation to the new Board will be to determine the level of community support/opposition to the project and decide whether to move forward. Louise said there was misinformation about what was involved with the lights.

Kathie provided an update on the clubhouse. She thanked H el ene Anido for her work. H el ene joined the club as Manager at an exceptional time, and dealt with two software systems, a new food group that was providing services since only the year before, and the first Annual Social in three years. Kathie indicated a more diverse menu was implemented. The new beverage refrigerator was implemented. Gordon Food Services increased the food prices this year, and there is not necessarily a formal notification to the club of those price increases as the season goes on; therefore, a more systematic approach will be implemented for next season to mitigate any issues with the inventory. Kathie invited members to email her about any ideas on food and beverages. One member suggested looking at purchasing some food from Dollarama. Another member suggested an ice machine would be useful, as ice often runs out. Another member mentioned that he would prefer higher quality coffee than the instant coffee that was provided, and that perhaps there could be a cost to it rather than it being free.

#### **4.4 Tennis Programming Report**

Louise said that Zhenya and Dan did a great job with variety in programming, and there were also round robins run by volunteers that were a lot of fun. She emphasized the importance of respecting the different play levels. She encouraged any members who want to volunteer to provide input on the structure of social play so that we are not only relying on the club pros. Lessons were very popular this year, with a slight reduction from last year but that was an exceptional year. The Rovers were back this year – the men’s 55 league. Louise mentioned there is a possibility for a women’s 55 league in the daytime but a volunteer would have to step into the role.

The tournament attendance was very good this year although there could still be more attendance in the women’s tournaments. The level of play at the club is very good and a great opportunity for socializing. She invited any members to volunteer with tournament scheduling. Phil indicated that there was frustration in the Round Robins about respecting the level and he recommends that the new Board require people to have their level assessed by a pro before they enter Round Robins.

Louise again mentioned the competition on junior programs from Rideau Sports Centre, but that there are still opportunities at the RLTC for fun recreational junior play and continuing half-day camps.

One member said that she would have liked to see the ladders start earlier in the season. Louise agreed and said there were staffing and logistical challenges but those can be addressed next season so they start right away.

## **4.5 Social Report**

Julie Mouris provided a summary of the social events from this summer. The Club had its first formal Open House in three years, with a Round Robin, a Smash Cage and free BBQ. It was the most well-attended Open House in Club history. The Club also held the first Annual Social in three years on June 23. It was beautiful, warm evening of delicious food from local caterers (Epicuria and Mickelson & Brockwell's), fancy cocktails, and live jazz saxophone. There were also BBQs throughout the summer, including a popular Hawaiian themed evening.

Julie mentioned that the Social Committee had met to discuss strengths and learning opportunities from all the events and that a debriefing report would be shared with the incoming Social Committee.

## **4.6 Biographies of Incoming Director Nominations**

### **5. To elect the Board of Directors for 2023**

#### **5.1 The following members have been nominated to stand for re-election:**

- 5.1.1 Laurie Maybury (President)
- 5.1.2 Pablo Gonzalez (Treasurer)
- 5.1.3 Sébastien Huard
- 5.1.4 Kathie Swim

Motion to approve the re-nomination of Board directors, moved by Hans von Shinckelstein, seconded by David Clendenning, approved.

#### **5.2 The following members have been nominated to stand for first-time election:**

- 5.2.1 Ellen Bruce
- 5.2.2 Andrew Clark Alfaro
- 5.2.3 Nicolas Fortier (absent)
- 5.2.4 Rémi Fournelle
- 5.2.5 Marc LePage (absent)
- 5.2.6 Courtney March (absent)

Louise asked if there were any further nominations and there were none.

Motion to put forward the new slate of directors. Moved by Charles Bélanger, seconded by Jordan Samaroo, approved.

Louise thanked Laurie for putting her name forward as President, and Pablo as Treasurer, and that their names would be formally submitted in the Board meeting to follow the AGM.



## **6. To transact such other business as may properly come before the Annual General Meeting**

John Taylor wanted to bring to attention of the Board that two of our distinguished members, Richard Aubain and Wally Gordon, have passed away. He would like to approach the new Board to put a memorial to these individuals on the Club website. He acknowledged that other people could be included.

Phil moved for an expression of gratitude to the outgoing President, Louise Malhotra, for her exceptionally hard work throughout her term.

Gill Kirkwood said that regarding court booking, there is the issue of no-shows and reservations that are not used. The staff could go around and take attendance and the software allows for a fee to be added to the users' accounts. One member said that cancellations should be 24 hours in advance. Another member suggested looking at a hybrid approach where one or more courts are open for people to arrive in person and play on as a first-come first-serve basis. Yet another member said that should only be on the hard courts.

## **7. Adjournment**

Motion to adjourn the meeting moved by David Clendenning, seconded by Jordan Samaroo, approved. Adjourned at 3:52 PM.



# RLTC DIRECTOR'S REPORT

Annual General Meeting  
December 3, 2023

## President's Report

I'm pleased to report that the club has had a successful season and was particularly active in commemorating its 100th birthday.

Our centennial year started strong with the RLTC hosting the prestigious Davis Cup trophy, which was making a cross-Canada tour this spring. The club held special tournaments, such as the Centennial Ages and Wooden Racket Tournaments, and hosted a Centennial Social, complete with music, beer tastings, a sit down dinner and 100 year celebration cakes. The year culminated in the unveiling of a Centennial Historical Plaque on September 10. This plaque is a lasting testament to the continued passion for tennis in Rockcliffe.



The club created an online store where members could purchase t-shirts, caps and other items that honour our Centennial Year. Thanks to **Mike Arnold** for investigating and launching this store, as well as his help on expanding our marketing efforts.

Many volunteers stepped up to help plan social events and tournaments during this special year – please see the Social Report for details of their contributions. I would like to thank them all for their tireless efforts to make 2023 truly a special year for the RLTC.

We had renewed interest in adult tennis clinics and lessons, with many sessions sold out and our pros kept busy throughout the season. Thanks to Tennis Director **Zhenya Kondratovski** and Senior Pro **Dan Vila** for their professionalism, good cheer, and encouragement which have endeared them to our community. This year the RLTC saw a drop in registration for junior programs and summer camps, so our efforts next year will be to analyze our service offerings and outreach to increase uptake in these activities.

2023 marked a banner year for tournaments, both for special centennial one-day events and for our regular singles and doubles tournaments. **Rémi Fournelle** led the charge by creating separate A and B draws for each multi-day tournament, innovating with new draw systems, and tirelessly monitoring matches and court conditions to keep each tournament on schedule. As a result of his efforts, RLTC held one of its most successful tournament seasons to-date, with record participation. We used 4 different tournament formats to run those 8 events with a total of 230 registrations and the scheduling of 187 games.

This year, we welcomed a new club manager, **Michael Bowen**, who not only kept us well organized and our events running smoothly but also did a fantastic job with our finances. Under his watch, our Centennial Social made a profit and Michael helped bring in new sponsors for our tournaments.

Michael also procured a new water fountain, which makes it easier for members to refresh their water bottles.

Michael and his team were able to support a very significant increase in almost all of our important club activities (lessons and clinics, food and drink sales, BBQ's, Social etc). As a result the club exceeded our budget projections and generated a record surplus of close to \$70,000. This was a very welcome surprise given that our membership numbers slipped this year and we experienced significant inflationary pressure on all of our operating costs. Thanks to **Marc Lepage** who stepped into the Treasurer role partway through the season and kept a steady hand on our budget.

Our clay courts continue to be in good condition, and we are monitoring them carefully to ensure they are watered correctly. In the long-term, the underground watering system for the clay courts will need to be replaced, and we have accumulated capital reserves for this purpose. Our clay court specialist contractor, PC Courts, reviewed the courts this September and their best estimate is that the courts are still in good condition and no replacement is needed yet. The Board will continue to monitor the situation carefully, and we are lucky to have **Gill Kirkwood** and **Paul Bernier** as super volunteers who contribute countless hours to adjusting the water and clay and monitoring court conditions. Our heartfelt thanks to Gill and Paul for this invaluable work. I would also like to thank **Nic Fortier** for his work on groundskeeping (getting the courts ready to open and keeping them in great condition) as well landscaping work (trees, bushes, lawn, hedges, leaf removal, etc) which keeps the RLTC as a premiere experience for our members.

As part of our capital planning, the Board has also sought a quote on the clubhouse to investigate and repair its foundations, which are showing signs of age. We aim to get this work done in the spring, before the 2024 season starts. We believe this work will buy us time to do the research on the long-term repair or replacement of the clubhouse and we invite members to join a new subcommittee to investigate this issue.

This year, the Board advanced the lighting project by doing more research on available systems. In this process, we discovered a new lighting system called Tweener, which requires no construction and can be hung on the existing fences for courts 1 and 4. This new system drastically reduces light spillage and glare and provides an excellent playing experience at a much lower cost than traditional, pole-based lighting. The Board hosted an information session on September 7, which detailed the new and old lighting options, discussed lighting costs in light of the capital plan, and answered members questions. In November, the Board put the lighting project to a vote and the membership voted 82% in favour of pursuing the Tweener Lighting Project. More than half of the adult members participated in the vote. With this strong mandate, the Board will investigate how to proceed with the lighting project, including community consultation and the sale of our old lights. If you are interested in helping out with the lighting project, please let the Board know.

We had a particularly active year for social media. A huge thanks to **Julie Smyth**, who posted regularly to Facebook, Instagram and Twitter, helping members and potential members learn about our many activities, programs and events. Her posts were not only informative, but fun and engaging.

I would like to thank outgoing Board members **Pablo Gonzalez, Kathie Swim** and **Sebastien Huard**. **Pablo Gonzalez** served on the board for a number of years, most recently as our Treasurer, helping us to work up an ambitious and well-thought out budget for 2023. We were happy for his job opportunity in New York but we miss his contributions to our club. Thank you to **Kathie Swim** for her contributions over the last years, especially for her continued work on improving our food and beverage options. In collaboration with Michael and Paul Bernier, Food and Beverage had a healthy profit; we had record drink sales, helping to by introducing new beers on tap, new bottled beverage options, and a special Centennial Year wine. **Sebastien Huard** helped us on many issues, especially on the hiring committee, and we always appreciated his wise advice and sensible approach to making our club run smoothly.

A big thanks to all our members who make the RLTC a welcoming tennis community and to all the RLTC Board members who contributed many hours to keeping the club running smoothly. I look forward to seeing everyone at RLTC next season.

Laurie Maybury, President, RLTC

# Treasurer's Report

## Finance overview (November 1, 2022 to October 31, 2023)

RLTC had a very lively year with significant increases of in our tennis programs, our social events and if food and beverage sales.

Inflation was the dominant theme for our operating costs with increases in staffing costs as well as for overhead (taxes, insurance, OTA registration etc.). Membership dues fell below our initial budget plans as "Covid shrinkage" affected many sports clubs in Ontario.

On balance however, the growth from increased club activities more than compensated for the negative cost pressures and the club generated a healthy surplus overall (+\$69,830). This significant addition to our reserves will serve us well as we are facing some large investments in maintenance and renewal over the next few years.

## Income and expenses

The board recognized early that we had some issues with general staffing availability last year so one of our most important decisions at the beginning of the season was to invest more in our personnel – bring our manager's salary to a more competitive level and increase the coverage of our junior staff throughout the day.

This investment in our staff resources turned out to have been a very good investment as it enabled a significant growth in income from important club activities – lessons and clinics (+256%), food and drink (+66%), Social and BBQ's (+70%) and advertising (+10%).

Membership income was about the same as the previous year but that was mainly because of the 9% increase on dues put in place last year. Overall membership slipped from 515 to 475 - still good by historical standards, but it will be important for budget balance to keep this level or to aim for a slight increase.

On the expense side, the most important increases were for staffing costs for our clubhouse personnel but also for the fees paid to our club pros. Both of those can be seen as "healthy" expenses.

Increased clubhouse support helped us move many activities from the loss column to very positive contributors to club finances. The fees to pros are based on a split of revenues between the club and the pros for lessons and clinics – the more they earn, the more the club earns.

Summer camps continued to show a slow decline and the board plans to work with the pros to put in place new strategies to reinvigorate this part of our programming for next year.

Inflation was not all negative for us. The increased interest rates worked in our favour through increased income in our bank accounts and that is now becoming a significant contributor to our budget surplus.

## **Capital Expenditures and long-term investment plan**

We had some minor capital expenses this year - \$8950 which was for tree pruning work around the hard court fences.

With the addition of this year's surplus, we now have very good coverage of all the expenditures identified in our 2022 capital plan (approved at last year's AGM). Some of the expenditures may be pushed forward if conditions change but eventually all of them will have to be addressed. In the meantime, this helps us build up our reserves and as our savings earn interest income. But on the downside, the estimated cost of these repairs/replacements will also go up as time goes on so we should always make sure to add to our reserves each year.

The capital plan approved last year did not include anything for the clubhouse which is charming but has some structural issues. The board will set up a committee with knowledgeable members to work up some feasible options. This would include costing, financing, permitting and construction constraints for various scenarios - from a minimalist low-cost fix to a complete rebuild and everything in between. The board will bring this issue back to the member's consideration next year, once we have a better handle on the options available to us.

## **Banking/Balance sheet**

The club has a healthy equity balance of \$383,619 in cash plus \$21,686 in prepaid inventory and supplies.

Marc LePage, Treasurer RLTC

# Grounds and Clubhouse Report

## Courts

An eventful season, with clay courts open for use as of the official opening day at the club.

Clay and hard courts were generally in good condition throughout the season with the exception of some dry patches on the clay. Adjustments were made to the watering system, clay material added, and this was largely resolved.

Clay court grooming by staff, first thing every day was implemented with oversight from the club Manager. Grooming throughout the day was also encouraged among members, by making tips and tools available.

New lines were purchased in advance of the season, however they will not be installed until spring 2024. They were not installed in order to have courts ready for the official opening. Scarification and laser levelling of the clay courts will be completed for the spring 2024 opening. This will improve drainage and drying in some of the areas with depressions. Last, estimates obtained for eventual replacement of clay courts and watering system.

## Grounds

Viridius carried out groundskeeping throughout the season, ensuring that the lawn was cut, courts were clear of debris, weeds kept at bay, hedges trimmed, etc. Viridius also fixed the flower bed retaining wall in the parking lot, placed potted plants and flowers in beds throughout the property and was involved in closing procedures.

Chris Smith maintained clay courts and provided for tune-ups on a need basis, and conducted closing procedures.

Last, we had a tree from an adjacent vacant lot fall onto club property and damage the fencing behind the sheds. The property owner was contacted, and the owner undertook the tree removal and fence repair.

A word of gratitude and thanks for the tremendous help and partnership from **Gill Kirkwood, Paul Bernier and Michael Bowen**. Gill and Paul provided expert advice on all manner of topics, and were handy as always around the property. Michael was a key and frequent contact for keeping an eye on things day-to-day, and advising on developments and needs. It takes a village, or in our case an excellent club community!

## Clubhouse

We wish to thank our clubhouse staff members, led by Club Manager **Michael Bowen**, as well as our Assistant Managers **Emma Manderville** and **Hanshul Upadhyay**. Thank you to our clubhouse attendants **Ally, Axelle, Joaquin, Finn, Jack, Vanessa, Nabeel, Carlos, Noah, Aleksandra, and Pamela**. We had a mixture of returning and new staff, particularly in the transition from August to September,



when many of our students returned to school. We thank them for their enthusiasm and their teamwork during our many centennial events, tournaments and BBQs.

The current goal for Food & Beverage is to provide a convenience to members AND to generate a profit to help finance upcoming capital expenditures.

The Sweet Spot Café generated a 66% increase in sales due to Michael's diligent shopping practices of buying items on sale, keeping popular items in stock, and a reasonable pricing strategy.

We had a special centennial wine offering this year from Konzelmann Estate Winery, as well as special deals on wine for members, with the proceeds of the fundraiser going towards the replacement costs of RLTC court maintenance equipment. Thank you to **Paul Bernier** for this wonderful idea, his extra efforts to choose the specific wines, and for managing the labelling details.

The club stopped using GFS because of their high minimum order requirements and their pricing became more expensive than other suppliers. Most purchases were at Costco and Walmart, some from Metro. At last year's AGM, it was recommended to use Dollarama for some supplies, this will be considered for next year. Time required to go to another supplier was allocated to staff training time.

Members enjoyed and appreciated the introduction of fresh sandwiches but unfortunately there was a lot of food waste. Going forward, time permitting, during tournaments and special events, the club will attempt to offer fresh food items and a process will be implemented to help minimize waste (such as advance orders, like BBQ's).

A process will be established to trial food and beverage recommendations. Members should be aware that some proposed items are not introduced because of the following: time to purchase an item (supplier location); cost of an item; freezer/fridge space; preparation time; shelf life; and cooking time. To help accommodate future requests, we ask members to consider these factors and provide the following details, along with their new food introduction request:



1. Description
2. Location of supplier
3. Cost
4. Proposed selling price
5. Estimated preparation and cooking times
6. Shelf life

Recommendations are appreciated ideally before the season starts.

The board has decided to continue with the current approach of not having staff dedicated only to food and beverage in 2025 but may be considered in the future.

The most popular items this year were: spring rolls; beer; wine; Gatorade; BioSteel; pop; chocolate; frozen pizzas; drumstick ice cream; Cliff bars; Pure Kitchen power cookies.

Volunteers for introducing and preparing fresh food items are welcome.

~ With contributions from Nicolas Fortier, Kathie Swim and Laurie Maybury

## Lighting Report

The Club has long wanted to enjoy the benefits of lighting on at least a few courts. The first initiative was put on hold when other spending priorities emerged. Then, in 2018, a heritage permit was obtained from the City of Ottawa and a contractor was identified to develop a proposal. However, COVID-19 intervened and our permit expired in 2020. In 2023, the Club decided to renew its exploration of the feasibility of lighting.

The identification of the Tweener lighting system was a game-changer. It obviates the need for 30-foot poles, virtually eliminating spillage beyond the club property, and significantly reducing the cost. A visit to a club near Montreal which uses this system confirmed that visibility under the lights is exceptional. Pictures taken at that club, as well as simulations for our club, are attached. We believe that this new system should address most of the concerns previously raised by the community.

The proposal is to attach the LED lights along the top of the fence beside courts 1 and 4, providing an excellent playing experience on those two courts. Some members may also be able to play on courts 2 and 3. The estimated cost is roughly \$40,000. It may be partly offset by the sale of light fixtures previously purchased in 2020.

An information session for RLTC members was held on September 7 in order to elaborate on the proposal and address any concerns. Members were assured that the cost could be covered by available reserves, that other major expenses are included in the capital plan, and that the benefits are significant. Indeed, additional memberships are likely to offset the investment cost, while not seriously impacting court availability.

A vote was then held during the week of November 6-12 to test the level of support for such a project within the club. In the end, 221 adult members voted and 82% approved the idea. This is considered to be a sufficiently strong endorsement to proceed to the next stage.

The next step is to engage with the community to explain our new proposal and to listen to their concerns. We will be contacting immediate neighbours of the club, and the Heritage committee of the Rockcliffe Park Residents Association (RPRA). We will also propose a meeting with the broader community, hosted by the RPRA.

If all goes well, we may finally have lights in 2024!

~ With contributions from Phil English and Laurie Maybury

## Tennis Programming Report

We are grateful for the incredible coaching and leadership from our senior pros **Zhenya Kondratovski** and **Dan Vila**, who provided exceptional lessons, clinics, programs and camps that were enjoyed by adults and junior alike. Rockcliffe is lucky to have such dedicated and experienced tennis professionals on its rosters. We'd also like to thank **Jorge Vila**, who pitched in this summer to help cover clinics and lessons.

### Junior Development

The junior programs and summer camps saw lower registrations this year, which could be connected to more sporting choices following the end of covid restrictions. The junior programs had stronger participation in spring and fall than in the summer session. Some programs and camps were cancelled due to low registration.

We thank our junior coaching staff, headed up by our junior pro **Ronan Boyd**, as well as our instructors **Ethan Auger** and **Alexa Nasrallah**. We heard rave reviews of their skill, enthusiasm and friendliness from our junior players and parents.

The club hosted two OTA junior tennis tournaments including the Future Stars and Transition Tour. They were both a solid success and helped the Club support junior tennis within the greater Ottawa region.

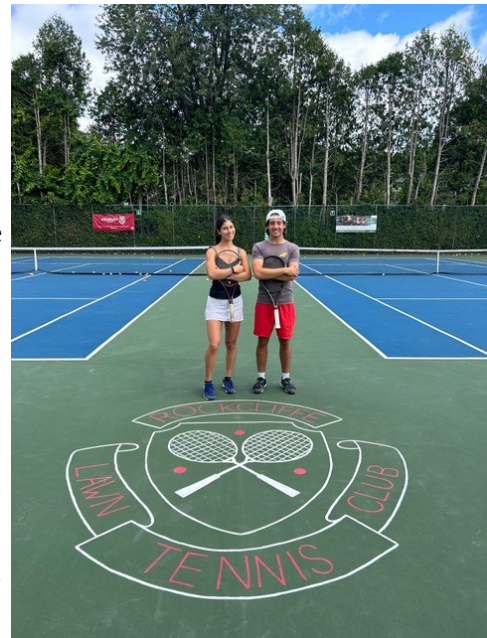
Next year we will examine our junior programming to see how we could change our offerings to appeal more to families in the immediate neighbourhoods, with a focus on recreational play, rather than competitive training.

### Adult Clinics and Lessons

We kicked off the season with sampler clinics at our May Open House, with great participation and enthusiasm. Dan and Zhenya planned out a full schedule of adult classes that brought back our popular offerings, such as Doubles Strategy and the Advanced Clinic, along with new options like the B&C Social Matchplay.

We saw strong uptake of our adult clinics, with sold out sessions in spring and fall. Our new B&C Social Matchplay proved particularly popular, often filling all 4 hard courts; often the participants stayed afterwards to socialize and get to know each other.

We continued our practice of offering the clinics in packages for spring and fall, but selling them one at a time during the summer. This practice seems to work well, as it gives members continuity during the spring and fall, but allows flexibility for holidays and cottage time during the summer. Next year, we



should make sure to advertise our offerings even further in advance and continue promotion throughout the season, especially during the quieter summer season.

Private lessons were in high demand again this year, and our coaches did their best to fit in as many requests as possible. The high demand kept not only our two senior pros, but also our junior instructors busy throughout the season. We would like to thank all of our tennis professionals; their expertise, combined with their enthusiasm, kindness, and dedication contributed to an exceptional experience to all who took lessons.



# Tournament Report

## Tournaments

The 2023 season marked a special occasion, our 100th anniversary. To reflect this unique situation, the board of directors decided to add 3 unique tournaments throughout this year. To ease the progress of tournaments for all, we installed a custom made "Outside Tournament Whiteboard" on the sidewall of the clubhouse.

Right from the start, we organized the Davis Cup tournament, followed by the Centennial tournament in June and finally the Wooden Racquet tournament in September. The participation of those one day special events was exceptional for all of them.

Obviously, we ran our 5 main tournaments starting with the Mixed doubles (June), Women's doubles (June), Men's doubles (July), Women's singles (September) and Men's singles (September). We also introduced a level B in all tournaments. The members appreciated that move by registering in great numbers. The games were mostly played in the evenings with the semifinals and finals scheduled on Saturdays and Sundays which brought a good number of supporters.

This year, we ended up with prizes for winners (A and B) in all our 5 major events. We would like to thank our sponsors (Broadhead Brewing, MDL Financial Group, Bicycle Brewing, Pure Kitchen ) for their support.

## For the record

Tournament	# of participants	Winner(s)
Davis Cup	12 teams (24)	N. Fortier / S. Middleton
Centennial	12 teams (24)	K. Dujic / S. Middleton
Wooden racquet	12 teams (24)	M. Arnold / S. Mersereau
Mixed doubles A	9 teams (18)	B. Alfredsson / Sacha Krishna
Mixed doubles B	8 teams (16)	R. Fournelle / E. Yoon
Women's doubles A	6 teams (12)	C. Houde / C. Houde
Women's doubles B	5 teams (10)	J. Khoury / S. Mersereau
Men's doubles A	12 teams (24)	J. Leong / C. Montgomery

Men's doubles B	6 teams (12)	R. Fournelle / G. Murphy
Women's singles A	(12)	L. Maybury
Women's singles B	(9)	T. Berretta
Men's singles A	(27)	D. Alfredsson
Men's singles B	(18)	R. Fournelle

Statistically, this was a very successful season and possibly broke records of participation. We used 4 different tournament formats to run those 8 events with a total of 230 registrations. We have had to schedule a total of 187 games. Our 5 main tournaments saw an increase of 40% in registration compared to last year.

This achievement was possible with the help of a few members / volunteers (**Gill Kirkwood, Paul Bernier, Julie Smyth, Laurie Maybury, Michael Bowen, Brigitte Rivard, Charles Bélanger, Esther Yoon and Philip English**).



Mixed Doubles A Winners: Bibi Alfredsson and Sacha Krishna

Mixed Doubles B Winners: Esther Yoon and Rémi Fournelle



Women's Doubles A Winners: Cindy House and Crissie Houde  
Women's Doubles B Winners: Susan Mersereau and Joelle Khoury



Men's Doubles A Winners: Jacob Leung and Cameron Montgomery  
Men's Doubles B Winners: Gavin Murphy and Rémi Fournelle





Women's A Winner: Laurie Maybury  
Women's B Winner: Tina Berretta



Men's A Winner: Daniel Alfredsson  
Men's B Winner: Rémi Fournelle

## **Round Robins**

Again this year, the Round Robins were very popular. The "open" format of the Monday and Friday morning Round Robin ran like a clock. Those two days are very important for the club because they are often the entry door for new members to get to know other members and find game partners. Special thank you to Paul Bernier and Gill Kirkwood for another successful season.

The Tuesday morning 3.5 Round Robin is a little more competitive environment but always in a friendly manner. We appreciated the efforts of Richard Martineau in getting this done.

The "top" players of the club (4.0+) have their Round Robin scheduled on Wednesday evenings. We could see great matches all season long and a very good participation rate. Tim Lang is the person in charge and we thank him for his involvement in this important activity for the club.

Finally, the Sunday Round Robin (2.5+) at 4 pm was a challenge throughout the season. Without a designated organizer, we decided to run the event mainly with the staff. The participation was rather low and we need to find either someone next year to run it or redefine the formula of this one.

## **Rovers**

Again this year, the club got involved in the men's Senior National Capital Tennis Inter-club League. We had 18 players participating in weekly matches on Wednesdays over the summer. A big thank you to our Coordinators Barry Frewer and David Goldfield who put together two teams in Division 1 and two teams in Division 2. The Rover teams had mixed results but they fought hard. We hope to field 4 teams again next season.

The Tournaments, Round Robins and Rovers are important parts of our club and we expect all those activities to be back next year with the help of those great volunteers.

Rémi Fournelle, RLTC Tournament Director



## **RLTC Centennial Photo 1932 - 2023**

Thursday Mixed Doubles Tennis, 3 pm to 5 pm

1st Row: Gavin Murphy, Jean-Pierre Huard, Joelle Khoury, Francis (Chips) Filleul, Charlotte Gray, Blake Ferris, Gary Dunmore, Shelia Hayes, Barry Frewer, Hugh Winsor, David Clendenning

2<sup>nd</sup> Row: Scott Hannant, Geoff White, David Adam, Jean Tanguay, Pam Murray, Zhenya Kondatrovski (Tennis Coach), Michael Bowen (Club Manager), David Cuthbertson, Frederic Vairel,

Absent: Tina Berretta, Tony Sitkeman, Philip Anido, Robert Collette, Chris Westdal, Robert Fowler, Liz Kinston, Karl Ruban, David Dyer, Chris Sullivan, Larry Lederman, Ferry de Kerckhove, Michael Kergin, Richard Addleman, Blair Dickerson, Graham Mitchell, Kathie Swim, Harrison Houston, Bill Turner, Ellen Bruce

## Social Report

We had a busy year of social events, starting with a special event where the RLTC was able to host the Davis Cup trophy on Sunday May 7 as part of its cross-Canada Champions Tour. This event also kicked off the year of our centennial celebrations for RLTC.

Note: Team Canada won the Davis Cup, the World Cup of Tennis, in Malaga, Spain for the first time in Canadian history last November. The team was comprised of Félix Auger-Aliassime, Denis Shapovalov, Vasek Pospisil, Alexis Galarneau and Gabriel Diallo, led by captain Frank Dancevic.

To celebrate Canada's historic triumph, the RLTC hosted its own **mini Davis Cup tournament**, along with an exhibition doubles match featuring some of the best players in Ottawa. This special exhibition match included **Marc Abdelnour**, who was on the Syrian Davis Cup team in 2013 and was their number one player for 10 years. His doubles partner was **John Wins Purdy** who was a semi-finalist in the RLTC tournament in 2022. The opposing team consisted of **Zhenya Kondratovski** who is RLTC's head tennis pro and **Pierre Tafelski** who is the Director of Tennis at the Rideau Sports Centre.



Following this kick-off to our centennial year, the RLTC held **Open House** activities, including free sampler classes of our programs to help members get a taste of our tennis offerings for the season. The Open House was held on May 13 with a smash cage, an adult round robin, junior activities and a BBQ. This event would not have been possible without our pros **Zhenya Kondratovski, Dan Vila, Ronan Boyd and Alexa Nasrallah** and our incredible club staff, led by our club manager **Michael Bowen**.



As part of its Centennial Celebrations, the club hosted a **Centennial Ages tournament** on May 27, where the ages of each doubles team had to equal or exceed 100 years. We enjoyed wonderful weather and a collaborative (yet competitive!) spirit, making this event a great success. Thank you to **Remi Fournelle** and **Michael Bowen** for organizing this tournament so successfully.



The club also commissioned a Centennial Banner, which was mounted near our hard courts, contributing a lovely addition to our property. Many thanks to **Heather Soame** and **Jennifer Garland** for spearheading this lovely project.



The club hosted its **Centennial Social** on June 22, 2023 where a record number of members joined us to celebrate our 100 years in style. The Social featured live guitar music and a pub quiz by Marlow Stainfield, beer tasting from Broadhead Brewing, appetizers from Pure Kitchen, a sit down dinner catered by Chef Ric, followed by vanilla and chocolate centennial cakes. A highlight of the evening was Jim Steele's poem In Memory Of Evelyn Hustwit, which brought a standing ovation from the packed crowd. Our heartfelt thanks to our Centennial Social Organizing Committee which included **Michael Bowen, Mike Arnold, Cynthia Mar, Patti Lindsay, Kim Theriault, Lynn Watson, Ralf Massar, Joel Weiner, Francisca Filleul** who helped on everything big and small, including planning, decorations, cakes, sparklers and much more, that made the event such a success.



One highlight of the year was our **Wimbledon Brunch**, which we held twice – once for the Women’s Final and once for the Men’s Final. The brunch featured Pimms drinks, strawberries from Beechwood Market and cream, as well as Scone Witch scones. A big thanks to **Francisca Filleul, TJ Misra, and Donna Stainfield** for creating and organizing the brunches! We had a good turnout and lots of fun watching tennis together.





To honour our founding 100 years ago, the club hosted a **Wooden Racket tournament** on September 10. For the tournament, players used traditional wooden rackets and wore all white clothing. The day was beautifully sunny, with members showing up early to meet their doubles partner and get in some practice with these vintage rackets. Members enjoyed this unique style of tournament and a great experience was had by all. Thank you to **Remi Fournelle** and **Michael Bowen** for their tournament organizing efforts.

Following the matches, the RLTC hosted a ceremony in the courtyard to **unveil its 100th anniversary plaque**. David Clendenning, Chair of the Historical Plaque Committee Chair, and Laurie Maybury, Club President, unveiled a beautiful bronze plaque, with stone and installation donated by Beechwood Cemetery. The event featured speeches by Gord Cudney, RLTC member and Southam family descendant, who reflected on the importance of this historical milestone. Nicolas McCarthy from Beechwood Cemetery spoke about the historical connection between the club and the cemetery. The RLTC would like to thank Beechwood Cemetery for their donation of the stone and the labour to install the plaque.

The RLTC would like to thank the members of the Historical Plaque Committee for their tireless efforts to create and install a beautiful plaque: **David Clendenning (Chair), Bill Clarke, Christina Cameron, David Cuthbertson, Ferry de Kerckhove, and Charlotte Gray**.



Throughout the year, the club hosted **regular barbecues** on Thursday nights, often with special themes, such as the Barbie-Q, Disco Night and many others. Our thanks to **Michael Bowen** and the clubhouse staff, as well as our many volunteers who helped with decorations, music, karaoke and much more.



## Director Nominee Bios

### **Susan Patch-Mersereau**

I was introduced to tennis as part of a summer program of activities for children at a country club down in the Eastern Townships of Quebec. At that time, you had to be 8 years or older to participate. The rackets were wooden, heavy and had to be kept in presses to keep from warping! I wasn't good at the sport but participation was mandatory and I certainly learned the basics of the game. I gave up tennis when I stopped participating in the program and focused on other sports. Flash forward a number of years and I needed to find an activity that doesn't take up as much time as a golf game! I joined the OAC and found I loved the women's tennis program and have never looked back.

In the winter, it was tennis at the OAC. In the summer, it was tennis at ONEC. My life revolved around the next tennis game. I moved over to Rockcliffe in 2018. From 2012 until the pandemic hit, I was on the Ottawa Women's Interclub Executive. My role was very involved from garnering interest from the various Ottawa clubs, to creating the schedule, maintaining the stats and trophies, plus many other tasks that go with being part of the executive team. The Interclub program dissolved in 2020 due to the pandemic.

In my personal life, I hold degrees in Physical and Health Education, Biology, Computer Science (Programming/Systems Analyst) and Web Development and Design. I worked for many years at Nortel as a programmer/analyst but when the company shut down, I stayed home to raise my children and play tennis! Once again, time flew by and my kids were now away in university and I was bored. I decided to return to the workforce and have been working at GEM Health Care Services ever since. It is private health care agency of approximately 400 employees providing service to clients here in Ottawa and South East Ontario. I have moved up the ranks to become the Human Resources Coordinator for the company and coordinator for N95 mask fit testing clinics, plus Covid and Flu Vaccine Clinics.

My reason for wanting to become a part of the board is quite simple. I feel that if you enjoy a club, spend a lot of time there and participate in many activities of the club then you need to give back to the club. Joining the board and working towards the smooth running of all parts of the club would be my way of giving back to Rockcliffe Tennis Club all that it has given me since 2018.

### **Frances Shapiro Munn**

Frances practices civil litigation at Nelligan Law. Frances and her husband Enrique are active members of our club. They bring their two little ones, Isaac and Ian, as frequently as possible to play and watch tennis in hopes that this next generation will secure them Wimbledon box seats in the future. For Frances, the joy of tennis is that – like life – you are never finished. There is always something to work on, a part of her game that can be improved. Frances looks forward to contributing to the ongoing success of the Board and our club.

Rockcliffe Lawn Tennis Club  
**Balance Sheet**  
As of 31 October 2023

	<u>31 Oct 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000 · BMO Chequing	24,866.98
1015 · BMO Savings	104,178.48
1050 · GIC Khan/Other for Juniors	10,500.00
1051 · Accrued Interest Khan Fund	166.60
1055 · Investment GIC	243,768.59
1056 · Accrued Interest General Funds	5,844.00
	<hr/>
<b>Total Chequing/Savings</b>	389,324.65
<b>Other Current Assets</b>	
1060 · Inventory for Resale	1,090.00
1200 · Prepaid Expenses	20,596.08
	<hr/>
<b>Total Other Current Assets</b>	21,686.08
	<hr/>
<b>Total Current Assets</b>	411,010.73
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>411,010.73</u></b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2440 · Payroll Accruals	4,055.82
2100 · Credit for Members	3,465.24
2300 · Money Available Junior Award	531.91
2400 · Payroll Liabilities	4,338.57
2600 · Deferred Revenues	4,500.00
	<hr/>
<b>Total Other Current Liabilities</b>	16,891.54
	<hr/>
<b>Total Current Liabilities</b>	16,891.54
<b>Long Term Liabilities</b>	
2500 · Fund for Juniors	10,500.00
	<hr/>
<b>Total Long Term Liabilities</b>	10,500.00
	<hr/>
<b>Total Liabilities</b>	27,391.54
<b>Equity</b>	
3000 · Opening Balance Equity	199,640.74
3050 · Capital Reserve	75,000.00
3900 · Retained Earnings	39,148.21
Net Income	69,830.24
	<hr/>
<b>Total Equity</b>	383,619.19
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>411,010.73</u></b>
	<hr/>

## Rockcliffe Lawn Tennis Club

## Profit &amp; Loss

2023-11-14

November 2022 through October 2023

Accrual Basis

	Nov '22 - Oct 23	Nov '21 - Oct 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Membership Dues	207,189.58	205,889.40
4010 · Advertising Sponsors	24,300.00	22,500.00
4015 · Government Grants	0.00	4,382.00
4020 · Other Income & Adjustments	1,551.88	1,656.22
4030 · Guest Fees	5,162.84	3,581.83
4040 · Court Rentals	240.00	2,000.00
4050 · Interest Income	9,403.32	2,277.75
4110 · Annual Social	6,671.71	4,805.00
4140 · Food/Drink/Tuck Sales	31,844.34	20,922.80
4143 · Racquet Stringing	1,375.68	1,486.54
4150 · Junior Programs	33,302.03	36,881.02
4170 · Lessons & Clinics	82,293.04	32,171.11
4190 · Barbeques	5,215.46	2,182.45
4220 · Revenues without Documentation	0.00	0.00
<b>Total Income</b>	<b>408,549.88</b>	<b>340,736.12</b>
<b>Gross Profit</b>	<b>408,549.88</b>	<b>340,736.12</b>
<b>Expense</b>		
6000 · Payroll Expenses		
6010 · Club Manager	56,143.71	36,401.41
6020 · Club Attendants	48,305.57	36,265.49
6030 · Grounds Employees	0.00	4,034.38
6040 · Pro Fees for Instruction	53,745.42	23,931.04
6050 · Pro Fees for Admin/Other	9,150.00	7,625.00
6060 · Camp Instructors	13,331.96	18,462.49
6070 · Bonuses	1,290.00	5,250.00
6080 · Other Employment	2,060.81	2,433.68
6000 · Payroll Expenses - Other	0.00	0.00
<b>Total 6000 · Payroll Expenses</b>	<b>184,027.47</b>	<b>134,403.49</b>
6090 · Cost of Goods Sold	24,677.35	21,823.86
6100 · Property & Court Maintenance	24,878.04	30,864.40
6150 · Supplies & Equipment	13,029.29	13,333.88
6200 · Office Expenses	593.20	1,148.76
6250 · Service Charges & Penalties	15,511.69	13,429.91
6300 · Utilities		
6310 · Telecommunications	1,247.62	1,085.72
6320 · Computer Services	7,034.56	9,962.47
6330 · Electricity	1,332.10	1,233.17
6340 · Security	280.00	280.00
6350 · Waste Management	3,761.47	3,694.60
6360 · Water	15,990.42	16,432.04
<b>Total 6300 · Utilities</b>	<b>29,646.17</b>	<b>32,688.00</b>
6400 · Property Taxes	13,084.20	12,807.68
6450 · Advertising & Website	1,646.41	162.50
6500 · Insurance Expense	3,951.81	3,007.97
6550 · Bookkeeping	6,855.00	7,553.50
6575 · Audit Fees	1,650.00	1,650.00
6600 · Legal Fees & Consulting Fees	246.00	2,153.00
6675 · Association Fees & Licenses	4,900.00	2,847.00
6700 · Miscellaneous	5,073.01	2,670.47
<b>Total Expense</b>	<b>329,769.64</b>	<b>280,544.42</b>
<b>Net Ordinary Income</b>	<b>78,780.24</b>	<b>60,191.70</b>

3:21 PM

2023-11-14

Accrual Basis

**Rockcliffe Lawn Tennis Club**  
**Profit & Loss**  
November 2022 through October 2023

---

	<u>Nov '22 - Oct 23</u>	<u>Nov '21 - Oct 22</u>
Other Income/Expense		
Other Expense		
7000 · Reserved Fund Expenses	8,950.00	21,043.49
Total Other Expense	8,950.00	21,043.49
Net Other Income	-8,950.00	-21,043.49
Net Income	<u><u>69,830.24</u></u>	<u><u>39,148.21</u></u>

This plan represents an update to the plan approved by the AGM in December 2022. The data on table 1 lists the go-forward capital expenditures for work over and above normal annual maintenance. Completed projects have been removed from the listing and some future projections have been adjusted where new information on costing has been received.

Over the last 3 years (2021-2023), the following work was carried out and paid in full.

- minor repairs on the clubhouse, deck repairs
- kitchen improvements and ball machine purchase
- hard court resurfacing
- major trimming of trees and hedges
- repairs to shed roof
- clay court laser levelling
- repairs to watering system

Our most immediate project is for lighting for evening play. A new lighting option has been identified that will be much less intrusive for our neighbours, simpler to install and probably less expensive than what we had initially thought. Members were consulted on their views and voted overwhelmingly to continue moving forward.

We now have ample reserves to cover the costs listed in our 2022 capital plan assuming costing does not change dramatically. Our plan does not yet contain any provisions for significant repairs and/or replacement of the clubhouse which needs some serious structural work. We have included a rough “guestimate” in our capital grid.

The board will set up a committee of informed members to help us flesh out the costing and the issues with options ranging from major repairs to a completely new building. Once we have more firm information on these options, the board will reengage with the membership to help us decide how to go forward.

**Table 1: Capital Expenses 2023-2030**

	2023	2024	2025	2026-2030
		Repair clubhouse foundations (\$20k)	Kitchen and storage repairs (\$10k) Clay court replacement (\$150k-\$250k)	Major repairs/rebuild of clubhouse. (\$100k-\$500k)
		Lighting project (\$40k)		
Total	--	\$60k	\$160k-\$260k)	
Estimated operating surplus	\$384k	\$40k	\$40k	
Surplus after project completion	\$384k	\$324	\$104k-\$204k	?????

**ROCKCLIFFE LAWN TENNIS CLUB**

**PROXY FORM**

The undersigned Member of Rockcliffe Lawn Tennis Club hereby appoints \_\_\_\_\_, as nominee, with power of substitution, to attend and vote for the undersigned at the Annual General Meeting of the Rockcliffe Lawn Tennis Club held on the 3rd day of December, 2023, and at any adjournment thereof.

1. The said nominee is authorized and directed to vote for the election of such persons to the Board of Directors, as the nominee, in the nominee's absolute discretion, deems advisable.
2. The said nominee is authorized and directed to vote as the nominee, in the nominee's absolute discretion, deems advisable, in a manner not inconsistent with the foregoing, on such amendments or variations to matters identified in the notice of meeting and on all matters which may come before the meeting.

DATED at Ottawa on this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Name of Member

\_\_\_\_\_  
Witness

1. The membership represented by this Proxy will be voted on any ballot, and where the Member has specified a choice with respect to any matter to be acted upon the membership shall be so voted in accordance with the specifications as made.
2. This Proxy shall be valid only if it has been received by the Corporate Secretary prior to the commencement of the meeting.



## ROCKCLIFFE LAWN TENNIS CLUB

### FORMULAIRE DE PROCURATION

Le membre soussigné du club de tennis Rockcliffe Lawn désigne par les présentes \_\_\_\_\_, en qualité de candidat, avec pouvoir de substitution, pour assister et voter pour le soussigné à l'assemblée générale annuelle du club de tennis Rockcliffe Lawn qui s'est tenue le 3 décembre 2023 et ajournée le même jour.

1. Le candidat en question est autorisé à voter pour l'élection de ces personnes au conseil d'administration, selon ce qu'il juge souhaitable, à la discrétion absolue du candidat.

2. Le dit candidat est autorisé et doit voter s'il le juge souhaitable, à sa discrétion absolue, d'une manière non incompatible avec ce qui précède, sur les modifications ou variations apportées aux points mentionnés dans l'avis de réunion et sur toute question pouvant survenir avant la réunion.

FAIT À Ottawa ce \_\_\_\_\_ jour de \_\_\_\_\_, 2023.

\_\_\_\_\_  
Nom du membre

\_\_\_\_\_  
Nom du témoin

1. Les membres représentés par la présente procuration seront votés sur tout bulletin de vote. Si le membre a spécifié un choix quant à toute question à traiter, l'adhésion doit être exercée conformément au cahier des charges.

2. La présente procuration n'est valable que si elle a été reçue par le secrétaire général avant le début de la réunion.