

## Milton Tennis Club Annual General Meeting

Saturday, December 5, 2020

### Zoom Video Conferencing Call

1. Call to Order

President, Susan Kitamura, called the meeting to order @ 9:45am with a quorum.

2. Adoption of the Minutes of the Previous Meeting

- Tracy Morgan brought up the error in the 2019 minutes document on Page 4 regarding Hydro Bill (Item 6 – Reimbursed by 'ACE' is incorrect – To be corrected to - MWTC
- **Motion to adopt the minutes as amended of the previous Annual General Meeting as amended by Susan Kitamura. Seconded by Robert Krzyzak. ALL in favour. No one opposed. Motion carried.**

3. Business Arising Out of the Minutes

- Amend error on Page 4 of 2019 AGM minutes document

4. Treasurer's Report

- MTC financials were emailed to members on the morning on Dec 5<sup>th</sup> and reviewed on this call. Accounting firm (Padgett) provided the report as there was no treasurer this year.
- Need to look into the e-transfer fee by the Bank and come up with most cost effective way of receiving memberships and other fee
- Higher Wages this year was due to additional staff hired to follow COVID protocol
- Doris Trevisani had few suggestions on comparison table for prior year to this year, further breakdown of expenses
- There was no profit made this year
- Doris Trevisani suggested to look into moving some cash to term deposit
- **Motion to adopt the Treasurer's report by Susan Kitamura. Seconded by Anjali Pagay. All in favour. No one Against. Motion carried.**

5. Business Arising Out of the Treasurer's Report

- Include Payroll Table
- Ask Padgett to provide comparison table for prior year to this year
- Look into options for lower transaction fee.

6. Reports of Officers or Committees

- Reports emailed to members December 5<sup>th</sup> were submitted as written and reviewed on the call. No reports were received for the following positions: Secretary, Facilities.
- Executives presented their reports
- **Pro Reports** – Andre provided a quick overview on the program
- **ACE program** – Kryolo provided overview of the ACE report
- **Motion to accept all reports as written and presented as a block by Susan Kitamura. Seconded by Teodor Glinnyi . Motion carried.**

7. New Business

- o No new business was brought up on the call.

8. Nominations and Election of Officers

- o A call for volunteers was made through an email sent to members. The Volunteer Committee (Abigail Cabio, Anjali Pagay and Susan Kitamura) presented the following candidates via email October 9<sup>th</sup> 2020:

**Executive Team Members**

| <u>Position</u>           | <u>2020</u>    | <u>2021</u>     |
|---------------------------|----------------|-----------------|
| Past President            | Tracy Morgan   |                 |
| President                 | Susan Kitamura | Susan Kitamura  |
| Vice President            | Anjali Pagay   | Anjali Pagay    |
| Treasurer                 | Vacant         | Ann Santos      |
| Secretary                 | Divya Kala     | Doris Trevisani |
| Membership                | Vacant         | Divya Kala      |
| Adult Director            | Dave Fairfax   | Dave Fairfax    |
| Junior Director           | Abigail Cabio  | Abigail Cabio   |
| Facilities Director       | Avishek Pal    | Teodor Glinnyi  |
| Social Director           | Ann Santos     | Kim Robinson    |
| Public Relations Director | Gihan Perera   | Gihan Perera    |
| Assistant Junior Director | Jana Llorin    | Josh Llorin     |

With no new nominations from the floor and all nominated agreeing to let their names stand, **Susan Kitamura moved to accept the slate as presented. Seconded by David Fairfax. Executive acclaimed as presented.** Transition to be done to the new Executives

9. Adjournment

**Susan Kitamura moved to adjourn the meeting at 11:05am. Seconded by Gihan Perera. Motion carried**

Milton Tennis Club

BALANCE SHEET  
As of December 31, 2020

|                                       | TOTAL               |
|---------------------------------------|---------------------|
| <b>Assets</b>                         |                     |
| <b>Current Assets</b>                 |                     |
| Cash and Cash Equivalent              |                     |
| CASH AT BANK                          | 25,594.84           |
| <b>Total Cash and Cash Equivalent</b> | <b>\$25,594.84</b>  |
| DEPOSITS                              | 0.00                |
| PREPAIDS                              | 1,249.00            |
| TERM DEPOSITS                         | 83,462.00           |
| <b>Total Current Assets</b>           | <b>\$110,305.84</b> |
| <b>Total Assets</b>                   | <b>\$110,305.84</b> |
| <b>Liabilities and Equity</b>         |                     |
| <b>Liabilities</b>                    |                     |
| <b>Current Liabilities</b>            |                     |
| PAYROLL PAYABLE                       | -1,574.13           |
| PAYROLL TAXES PAYABLE                 | 1,925.22            |
| <b>Total Current Liabilities</b>      | <b>\$351.09</b>     |
| <b>Total Liabilities</b>              | <b>\$351.09</b>     |
| <b>Equity</b>                         |                     |
| Retained Earnings                     | 110,430.00          |
| Profit for the year                   | -475.25             |
| <b>Total Equity</b>                   | <b>\$109,954.75</b> |
| <b>Total Liabilities and Equity</b>   | <b>\$110,305.84</b> |

# Milton Tennis Club

## PROFIT AND LOSS

January - December 2020

|                          | TOTAL       |
|--------------------------|-------------|
| <b>INCOME</b>            |             |
| CLUB PROGRAMS            | 1,770.00    |
| GUEST FEES               | 1,870.00    |
| INTEREST INCOME          | 500.99      |
| MEMBERSHIPS              | 49,021.62   |
| PRO SHOP                 | 145.00      |
| TOURNAMENTS              | 2,067.48    |
| Total Income             | \$55,375.09 |
| <b>GROSS PROFIT</b>      | \$55,375.09 |
| <b>EXPENSES</b>          |             |
| ADVERTISING & PROMOTIONS | 317.50      |
| INSTRUCTORS              | 1,800.00    |
| INSURANCE                | 1,122.58    |
| INTEREST & CHARGES       | 761.25      |
| MEMBERSHIP FEES          | 1,719.00    |
| PAYROLL TAXES            | 3,606.76    |
| PROFESSIONAL SERVICES    | 2,147.00    |
| REFUNDS & DISCOUNTS      | 1,650.57    |
| RENT                     | 1,328.83    |
| SHOP PURCHASES           | 1,075.57    |
| SUPPLIES & OFFICE        | 8,800.52    |
| UTILITIES & TELEPHONE    | 8,037.97    |
| WAGES                    | 23,482.79   |
| Total Expenses           | \$55,850.34 |
| <b>PROFIT</b>            | \$ -475.25  |

## **Past President's Report – Tracy Morgan**

What a year. I didn't touch a racquet. I visited the Club twice. Once at the beginning of the season with some COVID-19 safety ads from the Toronto Star for posting. (I met Oubaida). The second time to see our new banner (thanks Gihan). Even though I chose not to play, MTC was BUSY! Lots of members. Lots for them to do. I'm always blown away by the way we get things done at MTC even when faced with challenges like we had this year - cancellations, closures, restrictions, differing opinions, changing governing guidelines... The Club responded with creativity and effort. Well done all!

I like to help (especially behind the scenes). I helped Divya with the minutes from last year's AGM. I helped Susan with our COVID-19 Protocols and developed a COVID page for our Website. The bulk of my time was spent on the Website but that was thanks to another Club volunteer – Sharon King of Digital Marketing by Design. Sharon volunteered to help with the Website on August 2, 2019 when the Nominating Committee posted an email to all members. As a member she found our Website confusing and wasn't always able to find what she was looking for. What did Sharon do? She volunteered to help! We got to work in February of 2020 and the new Website went live September 21. In my opinion, continuous improvement and constant updating is key to a good website so feedback and suggestions are always welcome! Pictures too!

From the "Responsibilities of the Officers and Directors" section of our Constitution:

Past President shall:

- i. Attend all Executive and General Meetings.
  - ii. Act in an advisory capacity.
  - iii. Assist in annual audit.
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- i. Meetings this year were mainly by phone (thanks Susan) or Zoom (thanks Ann). I think I attended all of them (January 27, February 24, March 23, April 20, May 19, June 15, July 14, September 14 and October 5).
  - ii. Always...
  - iii. I'm not sure MTC does an annual audit anymore. I will do my best to assist with any that should take place re this year and last.

I won't be returning to the Executive next year. Meetings are not my thing anymore. My joy comes in helping with documentation (Constitution, Website, communications, etc.) I'd like to focus next on a review of our Club Handbook (AKA "Club Rules") as posted to the Website. The Handbook can be a useful membership tool and aid staff and pros in Club education. We need to make sure that the Handbook accurately reflects current practice and that what's posted on the Website matches what's posted elsewhere at the Club or online. Our 100<sup>th</sup> anniversary approaches and as always, I'd love to do more re documenting our history. Anyone want to help me?

Respectfully submitted,

Tracy Morgan

## **2020 President's Report – Susan Kitamura**

Covid 19 was the story of the season. It changed how we managed the outdoor tennis club completely! Thank you to the Executive team for the many meetings to align on the COVID protocols for the various stages of reopening. Being able to reference what other clubs were doing was also very helpful, particularly our “sister” club at Nassagaweya. The OTA and Tennis Canada also were key in sending out their timely recommendations for outdoor play, which also factored in how we managed our club.

Covid 19 pushed the start of our season to June 1<sup>st</sup> and many of us worried about what kind of season we were going to have. At first no doubles, no leagues, no teams, no group camps. As well, there was a possibility of having no back five courts because the Winter Tennis club could not hire enough general labour to take their bubble down due so many people on the CERB. They pushed us to leave it up, but those courts would not be playable in the summer heat under a bubble, nor could MTC afford the upkeep costs. Thankfully, we had a wonderful volunteer response including our partners from ACE and were able to help the Winter Club take the bubble down. This gave us the five courts back for outdoor play by mid June. I am not sure I would want to do that work again, as it is definitely backbreaking work!

By July, doubles and group lessons were reinstated and use of indoor washrooms. Keeping the club house closed forced members to use the gate and deck for entrance and sign in with our staff where COVID protocols could easily be enforced.....like sanitizing and check in of all members/guests. I feel very fortunate that at no time did we encounter a COVID case or have any reason to be shut down by any bi-law enforcement. Thank you to Anjali – VP for maintaining a wonderful staff this year. Having the club staffed during all hours the courts were open was key to providing a safe environment for members!

In the end, the overall safety of playing tennis during this pandemic seemed to be quite favourable for the club this year. It is one of the safest physical/social activities to do as playing tennis allows for ample distance between players. For this reason, we saw a very sharp increase in our membership from last year. Courts were consistently booked very weeknight! We saw many new faces this year! Very happy that we were able to provide this service to our community and members as a safe outlet while coping with COVID19.

My thanks to everyone on the Executive as everyone has worked so hard this season to make it a success. I also appreciate the efforts from all of our coaches and staff in providing members top notch tennis programming!

Looking forward to next year!

## **Vice President Report - Anjali Pagay**

Oubaida Ikhurbine was hired as our club manager this year. His experience all things tennis, from playing, coaching and tournament-directing was invaluable to MTC operations. He brought a tremendous passion to our club, ensuring we were all able to play tennis safely. This year, we tried a different approach to club staffing, choosing to have a team of court monitors (5-6 on roster vs. 1-2 previously). The club was staffed during all operating hours, so that appropriate sanitization could take place and a database of players onsite maintained (contact tracing). Safety protocols were created for the club based on recommendations from the OTA and enforced by the staff. Some measures we did take were inconvenient, but contributed to overall safety, such as emergency-use only washrooms and no spectators on club premises.

We did not increase membership rates to account for the added staffing costs, nor for the procurement of cleaning supplies/ PPE. We also opted not to apply for government funding, as we had an increase in number of memberships sold to compensate for the additional operating costs. I am please to report that we remained a COVID-free environment this summer

## **Adult Programs Report – David Fairfax**

### **Singles ladder:**

There were 60 active participants this season including 20 new members to the club. 184 matches were completed which is up from last season. The ladder tournament was contested from mid-August to the last weekend in September and involved the top 16 ranked players. Congratulations to Bryan Barber the ladder tournament champion and season-end #1 ranked player. He defeated Kamran Shamsi in the ladder tournament championship match in three hard fought sets.

### **Singles Club Championships:**

This year the format for the singles championships held from Aug 28th to 30th was three draws - an A draw, B draw and ladies draw.

Suriyan Partheepan won the A draw defeating Jana Llorin in the final in three sets. Ajay Chacko won the A consolation draw. Hassan Zubair won the B draw defeating Mustafa Malik in the final. The B consolation draw winner was Tanveer Shah. The ladies draw champion was Sam Rajkumar who defeated Theresa Barnett in the final. Teresa Gobbi was the ladies consolation draw winner.

### **Doubles Club Championships**

Men's A champions were Mike Englund and Dave Harris who defeated Jason Llorin and Joshua Llorin in the final. Dale Rottgen and Trevor Rottgen were declared the B champions by defeating Ethan Abraham and Tanveer Shah in the final.

The Ladies doubles champions were Sam Rajkumar and Theresa Barnett who defeated Jana Llorin and Donna Llorin in the final. The Ladies Consolation draw winners were Helen Romary and Amalia Trusca.

The Mixed doubles champions were Jason and Jana Llorin who defeated Brian Fernandes and Sam Rajkumar in three highly competitive sets.

### **Interclub group Thursday program**

Without the usual lakeshore and intercounty interclub doubles league play due to Covid-19, members from our 5 teams participated in weekly doubles sessions to keep their skills up in hopes of a return to league play next season. Some new members were added to this program which will help with interclub team recruitment/tryouts next season. Stay tuned for more information on that process next April.

### **House League:**

For the summer 2020 house league, the success was quite evident with how busy and full the league play was for this year. Participation was split between the novice league and competitive league with some players flowing between both. The format followed an up and down 30 minute rotation with partners also switching once they moved courts. At the end of each night, they reported their position ie: top court, 2nd court 3rd court etc as well as how many matches they had won. By eliminating the team aspect that has been used in the past, it gives members a chance to diversify their partners and playing styles as well as an opportunity for new players to connect with each other again outside of the league in their own bookings. Due to time constraints and scheduling, the final night was a rain out and no playoffs could occur as a result of this. All in all, a very successful league this year, even despite COVID restrictions, participants still enjoyed their time and had lots of fun connecting with others.



## **MTC Junior Program Report – Abegail Cabio**

This year is my first year to take the role as Milton Tennis Club Director of Junior Programs and it's been a challenging but very memorable year. After being the Director of Social Events in the past 4 years, I'm very happy to take the Junior Director position.

We started the summer season with Covid-19 Challenges. Other tennis clubs in the province decided not to open and I can say that I'm very proud to be part of the MTC Executive who worked hard to have COVID-19 Protocols in place in-order for our courts to be opened this Summer 2020. With the leadership of our President Susan Kitamura, we have successfully and safely welcomed members to our club! I grew up playing tennis and I just cannot imagine not playing tennis for a summer and I believe most of you feel the same way.

This year we have a total of 161 Junior members. Despite the late opening and slow start, with Ace Tennis partnership and multiple meetings we're able to provide our Juniors Summer & Fall Programs including camps, weekend classes and after school for all levels (beginner, intermediate and competitive). Having Ace Tennis in our club is a great opportunity for our Juniors and Family members to have access to Canada's top Tennis Development Center and high-performance coaches.

For the list of our Junior programs, please refer to this link: <http://miltontennis.com/junior-clinics-lessons/>  
This link will be updated for next year Outdoor Season.

We also post updates and upcoming events on our facebook page:  
<https://d.facebook.com/MiltonTennisClub/>

This year, we ended the season with our Junior Party headed by our Junior Pro Coach Mike Donski. Kids had lots of fun participating in the games and having the ice cream truck at the club after tennis was an amazing way to end the season.

As early as October, I already received calls and emails from parents for next year's junior programs and I'm so happy to hear that you're already looking forward for the next outdoor tennis! I thank all the parents who were so cooperative with our Covid protocols this year and trusting us that your junior tennis players are safe in our club. I look forward for next year and hope this pandemic will be over and we will have more fun tennis for our juniors.

Wish you and your family a safe and healthy indoor tennis season and looking forward to seeing you again soon.

Best Regards,  
Abegail Cabio  
MTC- Director of Junior Programs

## **MTC Assistant Junior Director Report - Jana Llorin**

This past year was my second year as the Assistant Junior Director at MTC and, although it was quite different compared to last year, it was an enjoyable one. Working with Abigail was an inspiring and fulfilling experience, as was being able to meet a lot of our young, up-and-coming juniors this past summer.

Although I was mostly dedicated to supporting the existing junior programs hosted by ACE, an initiative that I began this year was the Junior Ladder. This initiative did not gain much traction this year, largely due to the fact that it was relatively unknown and many of our juniors are new players this year. We had six registrations and two scheduled matches, but the framework for the program was steady and there is potential for it in the following year. With many of our new juniors now looking into competitive play, future programs that we did not have opportunities to run this year look to be very successful at MTC. Things such as the Intercounty leagues and a more active junior ladder would be the next steps towards helping the kids take it further in the sport next year. I hope that when things return to "normal", we will be able to implement these ideas and that these juniors will continue to play the sport with all the intensity and love that I see at our club today. Like Abigail mentioned, I've been very happy to see all of the new interest in tennis throughout the season as well as the amazing feedback we have received about the lessons held by ACE.

I thank all of the coaches for all of their time and enthusiasm to ensure that the juniors' experience on the court was memorable. I also thank all the parents for trusting us with their young athletes' safety during this unique time. And finally, I thank all of the juniors for their enthusiasm, passion, and willingness to give this sport a chance. Tennis isn't the most easy sport at first nor the most common one, but the dedication that I have seen from our young athletes has been nothing short of incredible.

I hope that all of you had fun on the court this year and will come back for bigger, better things next season.

I hope that all of you stay safe and that we see each other on the court again soon!

Best Regards,

Jana Llorin MTC - Assistant Junior Director

## **MTC PR Director Report – Gihan Perrera**

Despite a challenging 2020 and under an on-going Pandemic – from a PR perspective the MTC was able to establish the club as Milton’s home for Tennis and provide safe playing under public health and safety advice. Excellent feedback was given for our hired staff. Social media use was increased.

### **Paid advertisements:**

5 x 8 Sign Rental (May 27 – June 16, 2020) – 824 Thompson Road – New Life Church

5 x 8 Sign Rental (May 28 – June 17, 2020) – 358 Main Street

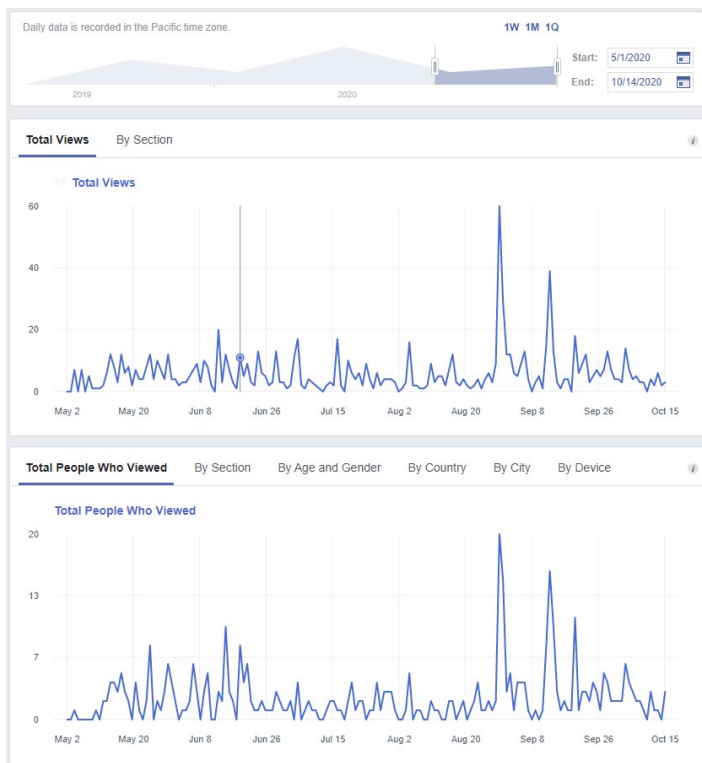
Signarama Signs and Flags – Set up in July 2020. These have been stored and can be used for subsequent years. Lots of traffic and interest generated.

### **Online presence**

Snapd Milton – Club Calendar events posted plus above events.

InHalton – Club Calendar events posted.

Facebook MTC page – 547 followers.



- Keep a watchful eye for COVID-19 recovery phases in 2021 and plan advertising accordingly.
- Maintain online presence through website/social media.
- Increase printed presence through Milton Snap / InHalton – ads, event promotions, articles.

## **September 2020: Membership Report - Divya Kala**

Despite COVID 19 challenges this season, MTC memberships grew higher than expected. Below here is the final membership summary by Membership Category

### **Membership status for summer 2020 season**

| <b>Type</b>  | <b>#</b>   | <b>Comments</b>                           |
|--------------|------------|---|
| Family       | 199        | Includes member tagged as Family Category |
| Adults       | 225        | Members registered as Adult Category      |
| Juniors      | 161        | Members registered as Junior Category     |
| Senior       | 20         | Members registered as Senior Category     |
| <b>Total</b> | <b>605</b> | <b>Unique members</b>                     |