

# Agenda To Finalize Tournament

Director's meeting, September 5, 2022 7:00 pm

Present: Julie, David, Steve, Kiyoshi, Barbara

Absent: Rod, Allen, Erin, Bob, Adrian

1. Accept minutes of previous meeting August 22,2022  
Accepted
2. Financial Report  
Bank balance approx. \$13,934  
Members 437  
Expired membership 83
  - a) It was suggested that a summary of our account activity should be presented:

Previous balance	\$ xxx.xx
Expenses with a brief description	\$ xx.xx
Deposits with a brief description	\$ xx.xx
Current balance	\$ xxxx.xx
  - b) It was also suggested that although expired membership is an interest statistic, that number should not be included in the total membership. Total membership is active members only.

ACTION: Allen will be asked to revise his presentation

3. Result of on-line registration
  - a) men's teams - noon play  
20 teams
  - b) women's teams - 8am play  
24 teams
  - c) mixed teams  
25 teams
  - d) pairing up single registrants  
There were three participants who requested a partner.
  - e) grouping skill level players  
No skill level was indicated at registration.

ACTION: Julie will use the results of the ladder leagues to determine a seeding process for men's doubles, women's doubles and mixed doubles. She will email her findings to the Board, who may suggest changes. Then Julie will forward the list to Tim to prepare groupings.

f) medals

It was decided that medals were not applicable with the format that will be used.

3. Set-up

a) what is needed

Table, chairs, pencils, baskets for tournament ball, walkie-talkies

b) who will provide items needed

Julie has all items listed above

David will bring an additional trash can

Kiyoshi will bring a couple of pails

c) volunteers for set-up and take-down

Rod, David, Kiyoshi and Steve

4. First Aid

a) Items required to have on hand

Ice packs and latex gloves. The first aid kits have smaller items like bandaids and ointment.

ACTION: Kiyoshi will buy 6 ice packs and 6 latex gloves

5. Numbers for courts

a) Kiyoshi has numbers with magnetic tape for easy removal at the end of the day

6. Players movement on and off court

a) West side gate will only be used

b) South gate will not be used, a volunteer will direct traffic to the other gate

7. Positioning for spectators

a) Spectators will be informed that they need to bring their own chairs that are to be positioned outside the courts on the grass.

8. Parking

a) It was thought that since people will be coming and going, there was no need for additional parking

b) Our current parking lot and the street will be used

9. Sponsor's banner

a) There have been a few donations for door prizes. If those companies have a banner, it will be displayed.

10. Exhibition match
  - a) Do we want to include this again this year?

After a brief discussion, it was unanimously agreed upon that the high skilled exhibition match would not be included in this tournament.
  
11. 50/50
  - a) Darlene Fenske has organized assistance from Joyce Roney, Doris Rougeau and Marjo McDougall to sell tickets
    1. Darlene will "prep" ticket strips prior to game day and has extra ticket rolls if needed
    2. Darlene has the buckets required for sales: one for money, one for tickets
    3. Darlene will provide a 'float' for change. We need to ensure she is reimbursed before winning ticket is drawn
  
  - b) price
    1. 3 tickets for \$5 or 15 tickets for \$10 was agreed on
  
  - c) winning draws
    1. Draws will occur at the end of each day
  
    2. Winners will not need to be present. The winning tickets will be posted on the club website. The winner must show their ticket to claim winnings.
  
    3. Three winner tickets split 20/15/15
  
12. Other items
  - a) Kiyoshi volunteered to be the tournament photographer
  - b) One net post is loose, Kiyoshi will try to fix it and he has advised Erin so she can put that on the repair list for the City
  - c) Rod will donate 20 balls for the tournament