



# **Notice of Annual General Meeting**

## **Shaughnessy Golf Club**

**4300 SW Marine Drive**

**Vancouver, BC**

**Saturday September 24, 2016**

**10:00am - 12:00pm**



## **2016 Annual General Meeting**

### **Table of Contents**

1. Notice of Annual General Meeting
2. AGM Proposed Agenda
3. Nomination Report
4. Auditor's Report on 2015/16 Financial Statement
5. 2016 Proposed Membership Fees
6. Proxy Form



July 26, 2016

## NOTICE OF ANNUAL GENERAL MEETING

### Attention: President/General Manager

In accordance with the by-laws of Tennis – British Columbia, please accept this document as a formal notice to the membership that the next Annual General Meeting (AGM) of the society shall take place as follows:

**Date:** Saturday, September 24, 2016

**Time:** 10:00 am to 12 noon, lunch to follow

**Location:** Shaughnessy Golf and Tennis Club -  
4300 SW Marine Drive  
Vancouver, BC  
V6N 4A6

A finalized agenda for the order of business to be conducted at the Annual General Meeting will be made available in mid-September and posted at [www.tennisbc.org](http://www.tennisbc.org) Tennis BC's website. The audited financial statements for the fiscal year ending March 31, 2016 will be presented at the meeting in addition to a number of member-related reports.

Please take the time to review the enclosed information carefully and plan on attending or have your organization represented by one of your executives. We value your membership with our organization and appreciate your comments and ideas. If you have any presentation ideas or topics, please contact us so that they can be added to the agenda topics to be discussed at the end of the business meeting.

Please RSVP to Katey at [kconway@tennisbc.org](mailto:kconway@tennisbc.org) or call 604-737-3086 ext. 3 by September 12th, 2016.

Yours truly,

Roger Skillings  
President, Tennis BC



## **2016 ANNUAL GENERAL MEETING**

### **Proposed Agenda**

September 24, 2016 - 10:00am to 12:00pm, lunch to follow

Shaughnessy Golf and Country Club

4300 SW Marine Drive, Vancouver, BC V6N 4A6

**10:00am**      **Member Registration**

**10:30am**      **Annual General Meeting**

1. Welcome and Introductions
2. Tennis Canada - TBD;
3. President's Remarks
4. Formalities
  - a. Registration and Proxies
  - b. Notice of Meeting
  - c. Scrutineer's Report
  - d. Minutes of Last Meeting
5. Reports
  - a. President's Report
  - b. Chief Executive Officer's Report
  - c. Membership Report
  - d. 2016 Membership Proposed Fees
  - e. Treasurer's Report and Appointment of Auditors
  - f. Nominating Committee Report
6. Election of Directors
7. New/Other Business
8. Member Recognition and Lunch served – 12pm to 1:00pm



## Nomination Report

To: Tennis - British Columbia Voting Members

From: Tennis - British Columbia Nominating Committee

Date: June 15, 2016

Subject: Nominations for the Tennis BC Board of Directors at the September 24, 2016 Annual General Meeting

The following will describe the Board's responsibilities, director's term, nomination process and the Biographies of the three Nominee's the committee is recommending to the membership. Tennis BC is fortunate to be rich with talented, committed and passionate people to develop and govern the sport. The nominations committee worked hard to engage our members in the nomination process and we were rewarded with ten expressions of interest from very qualified individuals. We thank all of those who expressed interest in the board.

### BOARD

The affairs of the Society shall be managed by a Board of Directors, which shall be composed of the nine Directors elected at the annual general meeting and, ex officio, the immediate Past President, if not currently a director.

At the first meeting of the Board following the enactment of these By-Laws, the Members of the Board shall choose from amongst themselves five Officers and four Directors-At-Large. At each subsequent meeting of the Board immediately following the annual general meeting, the Members of the Board shall choose from amongst themselves as many Officers and Directors-at-Large as is necessary to maintain the numbers at the five and four, respectively.

### TERM

At the general meeting approving the enactment of this By-Law, three Directors shall be elected for a term of one year, three Directors shall be elected for a term of two years, and three Directors shall be elected for a term of three years. At each subsequent annual general meeting, three Directors shall be elected for a term of three years.

### NOMINATIONS

There shall be a nominating committee consisting of those Directors whose term does not expire at the upcoming annual general meeting and the immediate Past President who shall be Chairman. The



nominating committee shall, 60 days prior to the annual general meeting, nominate persons to stand for election to the Board at the next annual general meeting.

By notice to the Society given 45 days prior to the annual general meeting, any Voting Member may nominate candidates for the positions of Director.

A list of the nominations together with a statement of the present occupation and employment of each nominee and the offices or positions held by that nominee in tennis organizations during the preceding five years, shall accompany the notice calling the annual general meeting.

The three-year terms are as a result of the normal rotation of terms for Directors as set out in Tennis BC's by-laws.

### **CANDIDATES**

Tennis BC is fortunate to have had ten expressions of interest from very qualified people. Each person had a personal conversation with the nominations committee and each person expressed interest in working with Tennis BC in a range of roles. The nominees were unanimously chosen as having the skills, background and knowledge that will compliment the existing directors and continue the growth of Tennis BC. These individuals will enable the Tennis BC Board to make key strategic decisions on your behalf and inspire tennis in our communities.

### **NOMINEES**

We wish to confirm the following nominees for election to the Board of Tennis BC at the upcoming Annual General Meeting September 24, 2016 each for a three-year term.

#### **Rick Hastings**

Rick Hastings was an active junior tennis player in B.C., and today he and his family remain very involved in league, social and competitive tennis play. Rick has extensive board experience serving as a director for several private sector businesses as well as non-profit societies including two terms on the Hollyburn Country Club Board of Directors (2006-2010), two terms on the Lions Gate Hospital Foundation Board of Directors (2007-2012), and one term on the Tennis BC Board of Directors where he has held the positions of Secretary and later 1st Vice President (2014-2016).

Rick has been involved in the apparel industry for over 30 years establishing his first company in 1986, and today owns and operates Canadian businesses that manufacture, design and distribute textiles throughout North America. Rick brings enthusiasm, business experience and a passion for developing and growing the sport of tennis.



## **Graeme White**

Tennis has been a passion for Graeme since his teen-age years, and he enjoyed competing at a junior level, regularly earning top 10 provincial rankings for his age group between the U14 and U18 levels, making the nationals as a U16, and playing on the Arizona State University tennis team for his first year of college. In addition to being a member of Jericho Tennis Club for over 40 years, during his time abroad he enjoyed the game as a member of other tennis clubs (Hurlingham-London, Wanderers – Johannesburg, White City – Sydney; TC Luzern Lido - Luzern) and on many public courts. As a spectator, he has been fortunate to have found his way to many pro tournaments including three of the four slams.

Since March of this year, Graeme has been the Executive Director of the Vancouver International Marathon Society. A business affairs and operations executive with over 20 years experience within the world of sport, he has worked internationally at a senior management level developing and delivering many of the world's most high profile events and brands including the Olympic Games, FIFA World Cups (Men's and Women's), and the UEFA Champions League. Graeme's expertise extends across marketing, sponsorship, media rights and production, event operations and intellectual property rights. On an academic level, he earned a B. Sc. at the University of British Columbia and a LL.B. from Dalhousie University.

Through the combination of my love for the game of tennis and my understanding of branded-marketing, I look forward to helping strengthen the long-term sustainability and overall "health" of tennis within BC.

## **Denise Wong**

Denise is a dynamic and quick-witted CPA, CA with over 12 years of progressive experience working in both public and private organizations. Industries where she has worked include: retail electronics, mining, transportation, and real estate. Denise is currently a co-founder of a management consulting division of a small public practice firm based in Vancouver and serves on the Board of Directors of Tapestry Foundation for Healthcare. Denise holds a B. Sc. (Chemistry) from UBC and has completed post-graduate courses in Organizational Development at the University of Liverpool.

Denise has been a tennis fanatic since the early age of 10 and her passion for the game always has her looking for ways to be engaged in the sport: as a player in leagues, as a volunteer Executive member at the New Westminster Tennis Club; or as a spectator. Ever since her first Grand Slam experience in New York in 2011, Denise has travelled to one official tennis tournament a year and has visited Toronto,



Montreal, Indian Wells, and recently the Australian Open. Denise wants to inspire others to join her in supporting the advancement of tennis by harnessing her natural ability to energize others to pick up a racket to play or to encourage aspiring tennis athletes to reach for the stars. Denise is also eager to leverage her financial expertise in business development and past fundraising activities to advancing the sport.

Respectfully submitted by the Nomination Committee:

John McMurchy, Chair and past president, Mark Braidwood, Patrick Caffrey, Karen Clarke, Yevgeniy Meshcherekov and Winston Pain

204-210 West Broadway, Vancouver, BC V5Y 3W2

Phone: (604) 737-3086

Fax: (604) 737-3124

E-Mail: [tbc@tennisbc.org](mailto:tbc@tennisbc.org)

Website: [www.tennisbc.org](http://www.tennisbc.org)





D&H Group LLP  
Chartered Professional Accountants  
10th Floor, 1333 West Broadway  
Vancouver, BC V6H 4C1

dhgroup.ca  
t 604.731.5881  
f 604.731.9923

## Independent Auditor's Report

To the Board of Directors of Tennis B.C.

### Report on the Financial Statements

We have audited the accompanying financial statements of Tennis B.C., which comprise the statement of financial position as at March 31, 2016 and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



D&H Group LLP  
Chartered Professional Accountants  
10th Floor, 1333 West Broadway  
Vancouver, BC V6H 4C1

dhgroup.ca  
t 604.731.5881  
f 604.731.9923

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Tennis B.C. as at March 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Report on Other Legal and Regulatory Requirements**

As required by the *Society Act* (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Vancouver, B.C.  
June 22, 2016

  
Chartered Professional Accountants



## Proposed 2017 Membership Fee Structure

Tennis BC has started the review process of our Membership Program which will continue in the fall of 2016, including our value proposition and benefits provided to our members. We encourage your participation in this membership review process. Thank you for your continued support of Tennis BC.

The proposed 2017 membership fee structure includes an approximate 2% cost of living increase, rounded up to the next \$.50. We value your participation in inspiring and increasing the opportunities to participate in tennis throughout British Columbia.

### A. Full Club Membership:

This is a full club membership for all members of a club plus the facility based on a charge of \$21.50 per adult shown on the membership roster (members' children are included at no additional charge).

Pay the lesser of:

i.)	\$21.50 per adult shown on the membership roster	# of members ____ x \$21.50 =	_____
ii.)	Maximum based on 60 members per court	# of courts ____ x 60 x \$21.50 =	_____
iii.)	Maximum based on 500 members	500 x \$21.50 = \$ 10,750	_____
		TOTAL FEE =	_____
		Less 5% discount (if applicable) =	_____
		SUBTOTAL =	_____
		Add 5% GST =	_____
		<b>TOTAL =</b>	<b>_____</b>

### B. Facility Club Membership:

This is a club membership for the facility. Members of the club pay individual Tennis BC membership fees.

Indoor Courts	# of courts ____ x \$ 364.00 per court =	_____
Outdoor Courts	# of courts ____ x \$ 150.00 per court =	_____
	SUBTOTAL =	_____
	Add 5% GST =	_____
	<b>TOTAL =</b>	<b>_____</b>

### C. Recreational Membership:

Indoor Courts	# of courts ____ x \$185.50 per court =	_____
Outdoor Courts	\$ 196.00 for all courts =	_____
	SUBTOTAL =	_____



**D. Recognized Regional Tennis Association Membership:**

All Courts

Add 5% GST = \_\_\_\_\_  
**TOTAL =** \_\_\_\_\_

**E. Individual Membership:**

Individual

Junior

Annual Fee = \$ 196.00  
Add 5% GST = \$ \_\_\_\_\_  
**TOTAL =** \$ \_\_\_\_\_

Including GST = \$ 48.00

Including GST = \$ 28.00



## PROXY FORM

The undersigned, representing a Full/Facility Club Member of Tennis British Columbia, hereby assign our vote to Roger Skillings, President of Tennis BC or to \_\_\_\_\_, a member of an organization which maintains membership with Tennis British Columbia, as Proxy Holder to vote on our behalf on all matters pertaining to the Annual General Meeting of Tennis BC to be held on the 24<sup>th</sup> day of September, 2016 at 10:00am at the Shaughnessy Golf & Country Club, located at 4300 SW Marine Drive , Vancouver, BC V6N 4A6 (see regulations below).

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

**Club Name:** \_\_\_\_\_

\_\_\_\_\_

Name of President Signing for Club

\_\_\_\_\_

Signature of President Signing for Club

### Proxy Regulations:

1. Only those members who have paid 2016 **Full/Facility** membership fees in full shall be entitled to vote at the Annual General Meeting.
2. A member must be in good standing at the time of the Annual General Meeting to be eligible to vote.
3. A member who is entitled to vote at an Annual General Meeting has the right to vote in person or by proxy in accordance with By Law III.B.5.
4. It is the responsibility of the Member wishing to assign their proxy (the "Appointer") to find a member of an organization which maintains membership with Tennis British Columbia, to vote on their behalf at the meeting (the "Proxy Holder").
5. Proxies will only be accepted if the Proxy form is completed in full, with the date, name of the Proxy Holder and the name, position and signature of the Appointer.
6. Members are encouraged to pre-register proxies by submitting the completed proxy to Tennis British Columbia Reception at #204-210 West Broadway, Vancouver BC V5Y 3W2 by hand delivery, mail, fax at 604-737-3124 or email (pdf document) to [kconway@tennisbc.org](mailto:kconway@tennisbc.org) any day in advance of the Annual General Meeting up to **Thursday September 22, 2016 at 4:00pm**.
7. All proxies must be registered prior to the commencement of the Annual General Meeting, 10:30am September 24, 2016 to be exercised.