



# BARBADOS TENNIS ASSOCIATION INC

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the Annual General Meeting of Barbados Tennis Association Inc will be held at the office of the Barbados Olympic Association Inc, Olympic Centre, Garfield Sobers Sports Complex, Wildey, St Michael, on **TUESDAY, SEPTEMBER 13, 2016, AT 6.00 PM** to transact the following business:

- 1 Call to Order.
- 2 Confirmation of Minutes of the Annual General Meeting held on November 25, 2015.
- 3 Matters Arising.
- 4 President's Address and Report of Council for year ended December 31, 2015.
- 5 Financial Report for year ended December 31, 2015.
- 6 Re-appointment of the incumbent Auditor.
- 7 Election of Officers:
  - 7.1 President
  - 7.2 Vice President
  - 7.3 Secretary
  - 7.4 Two Council Members.
- 8 To consider, and if thought advisable, to adopt the Resolution set out in Appendix 2 to this Notice.
- 9 Any Other Business.

Dated August 19, 2016.

By Order of Council

Eleanor Brown  
Honorary Secretary

### NOTE:

- (1) **Members:** Each Club or School Member shall be represented at the Meeting by an Authorised Representative. The President, a Vice President, the Treasurer, Secretary or Assistant Secretary of the Association shall not be named as an Authorised Representative of a Club or School. Written authorization signed by an officer of the Club or School shall be submitted to the Secretary naming the individual authorised to represent it at the Meeting. The authorisation must be submitted before the Authorised Representative enters the Meeting and may be submitted to [tennisbarbados@caribsurf.com](mailto:tennisbarbados@caribsurf.com). In the absence of written authorisation, the individual will not be permitted to attend, speak or vote on behalf of the Club or School. Junior Members are entitled to attend the Meeting but are not eligible to vote.
- (2) **Item 5:** Audited Financial Statements for the year ended December 31, 2015 are available at [www.tennisbarbados.org](http://www.tennisbarbados.org).
- (3) **Item 7:** Details of nominations received are set out in Appendix 1 to this Notice.
- (4) **Item 8:** An explanation of the amendments to By-law No: 1 and the text of the Resolution are set out in Appendix 2 to this Notice. The complete By-laws as amended are posted at [www.tennisbarbados.org](http://www.tennisbarbados.org).

## APPENDIX 1

### CANDIDATES FOR ELECTION TO COUNCIL 2016-2018

The following Candidates have been nominated for election in accordance with the By-laws:

<b>PRESIDENT</b>		
<b>CANDIDATE</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Dr Raymond Forde	Richard Edghill	H. O. Jack Ramsey

<b>VICE PRESIDENT</b>		
<b>CANDIDATES</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Patricia Murray	Sandra Osborne	Kevin Lewis
Andrew Thornton	Caroline Lopez	Sydney Lopez

<b>SECRETARY</b>		
<b>CANDIDATES</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Gabriella Lopez	Andrew Thornton	Caroline Lopez
Sophie Worme	Sandra Osborne	Patricia Murray

<b>COUNCIL MEMBER – 2 VACANT POSTS</b>		
<b>CANDIDATES</b>	<b>PROPOSER</b>	<b>SECONDER</b>
Brian Cadogan	Colin Murray	Helen Roper
Gayle Headley	Andrew Thornton	Caroline Lopez
Gabriella Lopez	Andrew Thornton	Caroline Lopez
Lloyd Stephen Slocombe	Sandra Osborne	Suzette Slocombe
Andrew Thornton	Caroline Lopez	Sydney Lopez

#### CANDIDATE FOR OFFICE OF PRESIDENT:

**Dr Raymond Forde:**

*“Having been elected as President of the Barbados Tennis Association Inc. (BTA) in 1998, I would like to continue in this position for another two years. Barbados is one of the smaller Tennis Nations, population-wise in the Region. However, I have been able to operate with a stable and hardworking Executive, whose diverse talents have ensured it has become one of the stronger Nations administratively. I have also worked closely with the International Tennis Federation (ITF) during my time as President. Their endorsement of the STI/PTI programmes, and Tennis Play and Stay campaigns, etc. has resulted in an increased number of local coaches and many players guided along the ITF pathway. As an added consequence Barbados now finds itself in the Davis Cup Americas Zone Group I competition for the second successive year. My experiences as a former National Junior champion, a former Director of the Barbados Olympic Association, serving in various capacities including second Vice-President of the Central American and Caribbean Tennis Confederation, attending over fifteen ITF AGMs and more recently representing Barbados as a senior athlete, provide the unique position for me to continue to lead the BTA. With many exciting projects on the horizon – the proposed expansion at the National Tennis Centre, the resurfacing of the existing courts and the installation of new lights on Centre Court - it is important that the funding agencies see a stable Executive.”*

## CANDIDATES FOR OFFICE OF VICE PRESIDENT:

### **Patricia Murray:**

- Vice President 2007 to present.
- She is a Fellow of Association of Chartered Certified Accountants (retired) with 33 years' experience as a professional accountant.
- She has 20 years' experience in senior management in the Barbados Off Shore Sector.
- She was Davis Cup Coordinator, Barbados vs Ecuador Tie in September 2015, and a Member of the Davis Cup Planning Committee 2012-2015.
- During the past 9 years, she has been directly responsible for overseeing operations at the Tennis Centre including, but not limited to, obtaining funding for, and installation of court lighting, the resurfacing of all four courts and general repairs and maintenance of the facility.
- She is involved with the STI and PTI programmes at the Tennis Centre.
- In her capacity as Vice President, she has successfully negotiated sponsorships for major tournaments and the primary schools programmes and sought to advance the public awareness of our Association.

### **Andrew Thornton:**

- He has served on the BTA Council for the past two years and has been a member of the Windward Club both as a player, committee member and tennis captain for a number of years.
- As a junior player, he was at one time ranked #1 nationally, and was a world ranked ITF U18 year old.
- He has had over 10 years' experience as a Tennis Coach both locally and at Barry University as their Assistant Coach for 2 years.
- He holds Bachelor degrees in International Business and Sport Management and a Masters of Business Administration.
- He won NCAA Division 2 titles as a player and Assistant Coach.
- He has had the pleasure of working at the Sony Ericsson Open (Miami) for 3 years in the Sponsorship Dept. which has given him a wealth of knowledge in the running of major international tennis competitions. In addition he brings 2 years of experience in marketing for Miami FC.
- He has a firsthand knowledge of all the current junior and senior players. He makes a great effort to watch all the matches played in local tournaments and is able to give an analysis of all their strengths and weaknesses.

## CANDIDATES FOR OFFICE OF SECRETARY:

### **Gabriella Lopez:**

- Former national Tennis Player having represented Barbados at the highest level Fed Cup.
- She brings a wealth of knowledge and experience, despite her young age, to many aspects of sports especially sports administration.
- She was the Assistant Athletic Director for a NCAA university for 2 years while she completed her Masters in Education.
- She also attended the renowned Temple University for her undergraduate degree in Public Relations/Mass Communication and Political Science; the former is an area in which she could be very helpful to the Association to broaden the appeal and raise the profile of the sport on the island.
- As a Technical Director she was involved in recruitment, recreation, wellness, course and game planning, statistics for 9 varsity sports and all administrative areas of collegiate sport.
- She recently concluded the event planning and execution of an international coaching forum for UWI Cave Hill and holds an UEFA license for course coordinator.
- She has knowledge of all the players, tactical and physical aspects of Tennis along with her experience in running different events would blend well with the Council.
- She believes that a fresh youthful addition to the Council would be an asset.

CANDIDATES FOR OFFICE OF SECRETARY, *continued*:

**Sophia Worme:**

- Elected Assistant Secretary in 2015.
- She began playing Tennis at the age of 5 or 6 and continued to play throughout school, competing in the then active Inter-School competition on behalf of Queen's College.
- She competed in the inter-school competition while attending school in Ontario, Canada, and played recreational Tennis locally until approximately four years ago.
- As the parent of an active junior player, she has continued to be involved in the sport for the last twelve years, and currently serves on the Management Committee of the Barbados Yacht Club.
- After returning to Barbados from university in Canada, she established a small distribution company and provided services for a variety of local wholesalers over a period of ten years.
- She worked for Seawell Air Services for over eight years as part of their Passenger Services Department, and having left this post to start a family, was asked to return to be part of the team involved in the startup services provided for Virgin Atlantic.
- She pursued an opportunity to once again to be self-employed and got into the food industry, developing a small retail food business from the ground up, directly managing all of the day to day operations as well as the associated administrative duties until the business was sold about five years later after a successful run.
- She began working at Alleyne Real Estate in 2006 in their Property Management department; and as the company expanded, transitioned into the area of Human Resources, working towards developing the department and integrating it into the company's operations while continuing to assist the Property Management department in an advisory capacity.
- She undertook extensive training with the coming into force of the Employment Rights Act in 2012 and was assigned the responsibility of developing employment contracts for all of the staff under the company's management.
- She currently acts on behalf of the company and its clients on all matters related to the employment of staff, disciplinary proceedings and terminations.
- She assists the Accounts department in a limited capacity with day to day operations, with more emphasis on assisting the Financial Controller with the preparation of reports and communicating directly with clients.
- In 2014, she re-established her own distribution company and developed the business into a much larger venture and continues to manage all administrative and most accounting duties associated with its operation.

CANDIDATES FOR THE OFFICE OF COUNCIL MEMBER – 2 VACANT POSTS:

**Brian Cadogan:**

- He is involved in Tennis in Barbados for the past 30+ years, playing junior and senior tennis (school/club teams).
- He served in an administrative capacity as Chairman of the Tennis Committee at the Barbados Yacht Club.
- He has organised overseas tours to UK and Trinidad.
- He is a Member of the International Lawn Tennis Club of Barbados, representing Barbados at the IC AGM in London (2015, 2016).
- Professionally, he is Regional Manager, Business Development at SOL CARIBBEAN LTD.

CANDIDATES FOR THE OFFICE OF COUNCIL MEMBER – 2 VACANT POSTS, *continued*:

**Gayle Headley:**

- Executive Director at the Intimate Hotels of Barbados, a position she has held for the past 8 years.
- She has a background in administration, event planning, marketing and tourism.
- In her current position, her skills of budgeting, management and networking are key to the success of the organization.
- She is versed in proposal writing, fund-raising and general organization of marketing campaigns.
- Her professional qualifications are a degree in Tourism Management and Marketing from Niagara University, Cambridge Certificate in event planning and a BIMAP certificate in HR.
- From a personal perspective, she is the mother of two sons, one being Robert Hayden, who is an accomplished tennis player.
- She is an Alumni of Harrison College, an active senior athlete, possessing several local track and field records at the Senior Games and is an active member of her church, Beulah Methodist.
- She believes she would be an asset to the organization with her academic and professional background particularly as it pertains to fundraising and marketing.
- She has also served as a director on the SBA board and a floor member on the St. Philip South District Emergency Organization.

**Gabriella Lopez:**

- *See Biographical Profile under Candidates for Secretary.*

**Lloyd Stephen Slocombe:**

- Council Member from 2008 to 2013 and 2014 to the present.
- His debut on Council started with being charged with reviving and coordinating Inter-Club Tennis, which to date has been very successful and is now a highly anticipated tournament on the Association's annual calendar.
- As a Council Member, he has worked as part of a team tasked with the upkeep and maintenance of the Tennis Centre, and has been pivotal in introducing management systems for court bookings.
- He was responsible for Senior Tennis during the period 2010 to 2013 while on Council.
- He was a Member of the Davis Cup Planning Committee 2012-2015 with overall responsibility for Security.
- He has played Tennis competitively for over 20 years, and was a past over 35 and over 45 champion in both singles and doubles in previous Nationals.
- He has a vested interest in the development of junior tennis especially as he has two children who play competitively and have both represented Barbados. This encouraged him to advocate for an advanced tennis development program at the National Tennis Centre, which today has produced many of the island's top national players, some of whom have received NCAA Division I tennis scholarships.
- His aim is to improve operations at the National Tennis Centre and to be part of the restructuring of the junior development program.
- He is Founder and Managing Director of Lloyd's Refrigeration and A/C Services Ltd, which for over 20 years has been providing a wide range of refrigeration and air conditioning installation and maintenance services to commercial and residential clients.

**Andrew Thornton:**

- *See Biographical Profile under Candidates for Vice President.*

## APPENDIX 2

### AMENDMENTS TO BY-LAW NO: 1

#### EXPLANATORY MEMORANDUM

On July 13, 2016, Council approved amendments to Bylaw No: 1. These amendments are now placed before members for confirmation as required by the Companies Act.

The amendment to By-law 4.1(e) stipulates the procedure for member clubs and member schools (called "affiliated members" in the By-laws) to be represented at meetings of members. This will prevent ad hoc representation by this type of member.

The introduction to the new By-laws 9.7-9.11 will facilitate the smoother conduct of elections by calling for nominations in advance of the Annual General Meeting. The Secretary is required to circulate nominations and candidate bios with the notice of the meeting so that members have prior notice of candidates running for office and their areas of competence. These new By-laws also make it clear that if there are as many nominations as there are vacancies or an insufficient number, then the nominees are automatically elected. Where there are no or insufficient nominations, nominations may be made on the floor at the meeting once the candidate consents. Further, it is now made clear that all elections are to be conducted by secret ballot and the President has no casting vote to break a tie on elections.

Finally, the deletion of by-law 16.9 removes the requirement that notices of meetings of members be published in the newspapers. Since 2010, notice of meetings can be given by email and Council is of the opinion that direct electronic communication with members is preferable to paid newspaper advertisements.

Council recommends that Members vote in favour of the Resolution, the text of which is set out below.

#### TEXT OF RESOLUTION

*BE IT RESOLVED that the following amendments to By-law No: 1 made by the Directors on July 13, 2016, be and are hereby confirmed without amendment:*

- (1) *Inserting the following at the end of by-law 4.1(e):*

*An affiliated member shall be represented at meetings of members by an authorised representative. The affiliated member shall not name the President, a Vice President, the Treasurer, Secretary or Assistant Secretary of the Company as its authorised representative. Written authorization signed by an officer of the affiliated member shall be submitted to the Secretary naming the individual authorised to represent the affiliated member at the meeting. Such authorisation shall be submitted before the authorised representative enters the meeting. In the absence of such written authorisation, such individual shall not be permitted to attend, speak or vote on behalf of the affiliated member.*

- (2) *Inserting the following new by-laws numbered 9.7 to 9.11 immediately after the existing by-law 9.6 and consequentially re-numbering the existing by-laws 9.7 to 9.13 as by-laws 9.12 to 9.18 respectively:*

*9.7 A candidate for election as a director shall be proposed by a member who has a right to vote and seconded by another member also having a right to vote. The written nomination of the candidate, together with the candidate's written consent to serve if elected and a short biographical profile, must be submitted to the Secretary at the*

*registered office of the Company no later than the 15th day of August in respect of the election at the Annual General Meeting to be held in 2016 and no later than the 31st day of July in any subsequent election year. The candidate, the proposer and the seconder must be members in good financial standing at the date of the nomination and election of the candidate.*

*9.8 The names and profiles of all candidates nominated for election, together with the names of their respective proposers and seconds which have been received by the Secretary in accordance with this by-law, must be circulated with the notice convening the Annual General Meeting to be held later that year.*

*9.9 Where in respect of:*

*(a) the office of President, Vice President, Treasurer, Secretary or Assistant Secretary, the Secretary has received only one nomination or*

*(b) any other director, the Secretary has received an insufficient number of nominations*

*by the deadline referred to in by-law 9.7 then the candidate nominated shall be declared duly elected at the Meeting of Members.*

*9.10 Where in respect of the election for any post:*

*(a) the Secretary has received no nomination or an insufficient number of nominations by the deadline referred to in by-law 9.7, or*

*(b) a member duly nominated is unable or unwilling for any reason to stand for election at the date of the Annual General Meeting such that there are no nominations or an insufficient number of nominations for that office,*

*then nominations for such office may be received and acted upon at such meeting, notwithstanding that the Secretary has not received the biographical profile of the relevant candidates but provided that each such candidate consents to his nomination in writing or on the floor of the meeting. The nominated candidates must be members in good financial standing with a right to vote and must be proposed and seconded by members who are in good financial standing with a right to vote.*

*9.11 Elections shall be conducted by secret ballot. If two or more candidates obtain an equal number of votes, a further secret ballot shall be taken in respect of those candidates until a definitive result has been obtained.*

*(3) Deleting by-law 16.9 to remove the requirement to publish a notice of all general meetings in the press at least 14 days before the date of all such meetings.*