

**MINUTES OF THE ANNUAL GENERAL MEETING of  
the BARBADOS TENNIS ASSOCIATION INC (BTA)  
held virtually via Zoom,  
on MONDAY, NOVEMBER 1, 2021 AT 6.00 PM**

Present were:

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Dr. Raymond Forde          | 16. Mr. Andrew O'Neill       |
| 2. Ms. Helen Roper            | 17. Mrs. Olga O'Neill        |
| 3. Mr. Craig Smith            | 18. Mr. Ramon Archer         |
| 4. Mrs. Marie-Jeanne Symmonds | 19. Mrs. Tracia Licorish     |
| 5. Mrs. Sheryl Peter-Kirton   | 20. Mr. Curtis Licorish      |
| 6. Mr. Junior King            | 21. Mrs. Suzette Slocombe    |
| 7. Mr. Brian Cadogan          | 22. Mr. Julian Greig         |
| 8. Mr. Lloyd Slocombe         | 23. Ms. Paula Obaro (parent) |
| 9. Mrs. Grace Chambers        | 24. Mrs. Irene King          |
| 10. Mr. Stephen Ollivierre    | 25. Mr. Philip King          |
| 11. Mr. Andrew Thornton       | 26. Ms. Zeta Bridgeman       |
| 12. Mr. Damien Applewhaite    | 27. Mrs. Margot Thomson      |
| 13. Ms. Sandra Osborne        |                              |
| 14. Mr. Glyne Clarke          |                              |
| 15. Mr. Orson Simpson         |                              |

*Proxy represented:*

*Clubs:* None

*Individuals:* None

*Excuses:*

Apologies were noted for Mrs. Patricia Murray and Mr. Richard Edghill.

**1. CALL TO ORDER**

The President, Dr. Raymond Forde, presided. A quorum having been established he called the meeting to order at 6:10 pm. The President then welcomed everyone attending virtually which was possible following the By-Law amendment made last year and asked that members state their names before speaking.

A moment of silence was requested for the passing of current and past members.

**2. CONFIRMATION OF THE MINUTES OF OCTOBER 5, 2020**

Corrections

Item #1 – to state Dr. Jack Moore (not Mr.) and

Item #7, councilors to state Mr. Brian Cadogan (not Brain)

Subject to the above, the Minutes of the Annual General Meeting (AGM) held on October 5, 2020 were confirmed on a proposal by Ms. Helen Roper and seconded by Mr. Junior King.

## **MINUTES OF THE BTA AGM NOVEMBER 1, 2021 (continued)**

### **3. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous minutes.

Mrs. O'Neill asked that Council set up a process and criteria for use of courts at the NTC, particularly regarding those wanting access on a regular basis. Mr. Smith explained that the NTC committee had reviewed availability based on the BTA's programs and other court usage and has agreed to make 2 courts available to members from 5pm on weekdays. He reminded members that there is a lot of court downtime at weekends and mornings that could be used.

Mr. Smith also noted that with the increased costs of running the NTC, the court rental fees and other rates would be going up to assist in covering costs, including a new Administrator that would now need to be employed. He also explained that Council intended to enter into a Commercial Coaching Contract arrangement with coaches wishing to use the NTC facilities for private coaching programs that would include a higher rate as well as requirements for items such as own insurance.

### **4. PRESIDENT'S ADDRESS AND REPORT OF COUNCIL**

The President's Address for the year ended December 31, 2020 was presented by Dr. Raymond Forde, President. The Report of Council for 2020 was presented by Mrs. Marie-Jeanne Symmonds, Secretary. Copies are attached (as Appendix 1.1 & 1.2 respectively) and form part of these Minutes. A full Annual Report is also available on the BTA's web-site with further details on the year's activities as well as the audited Financial Statements of 2020.

Mrs. Bridgeman asked that the BTA acquire adequate rollers for drying courts. Mr. King explained that some became inoperable because of the elements and that the plan is to purchase 4 or 5 more imminently. Mrs. Bridgeman also expressed concerns about the littering at the NTC.

### **5. FINANCIAL REPORT**

Ms. Helen Roper, Treasurer, confirmed that the financial statements for the year ended December 31, 2020 had been audited for the third year by Mr. Roger Sparrock of RS Financial Services Inc. and that members had been advised that the statements had been posted on the Association's website for review.

She commenced her report by referring members to the Statement of Income and Expenditure and advised that the Association had made a profit for the year of \$814 compared to the profit of \$38,396 in 2019. She gave the following explanations for significant changes in the 2020 Income Statement items compared to 2019:

- i) 2020 tournament income and expenses were down compared to 2019 primarily due to cancellation of several competitions during the middle part of the year caused by the Covid-19 pandemic. The Association was able to send U16 and U14 teams to regional events in El Salvador and Dominican Republic in January and February 2020 prior to the start of the pandemic, but the annual Junior ITF tournament scheduled in April did not take place as well as the NASSCO/FORTRESS junior series in the summer.

## MINUTES OF THE BTA AGM NOVEMBER 1, 2021 (continued)

Barbados did play an overseas Davis Cup tie against Norway in March 2020 but the second tie scheduled for September against Indonesia was postponed until 2021. The ladies Billie Jean King (Fed) Cup event in 2020 was also cancelled due to the pandemic.

Well supported National Juniors and Open/Seniors tournaments were played in September supported by sponsors CO Williams (Juniors) and ICBL (Open/Seniors). MILO kindly came on board as a new sponsor for the junior tournament in December.

Funding received from the ITF for the Davis Cup tie and from the BOA towards junior teams travel expenses is included in tournament income. The 2020 Davis Cup participation fees were not at the same level as 2019 due to the postponement of the second scheduled tie.

An overall net surplus for tournaments and team events of \$6,124 resulted in 2020, compared to a net surplus in 2019 of \$64,474. See Note 11 on page 11 for full breakdown.

- ii) Grants - the BOA also provided grants towards administration, facilities, ITF membership fees and representation. Additional grants came from the ITF for JTI development, and administrative subventions were received from the NSC for 2020/21.
- iii) Donations from various corporate and individual donors totaled \$22,287 in 2020. However, the Association was not able to hold any fund raising events due to the pandemic in 2020.
- iv) Despite the closure of the NTC for several weeks during the year, 2020 court rental fees were comparable to 2019 due to on site collections made to VP Mr. Junior King who took on the role of Admin assistant nightly under the tent during the latter part of 2020.
- v) Subscriptions reduced marginally in 2020 compared to 2019 primarily due to the cessation of tennis island wide for several months. *16 new seniors and 12 new juniors did join the Association in 2020 – many during the Nationals and Top8s tournaments.*
- vi) The annual Summer camp was held at the NTC but was cancelled after the first week due to the pandemic protocols.
- vii) Total Wages and NIS were comparable to 2019, although Coaches Julian Baird and Christian Maxwell were referred to the NI scheme in April and May. Mr. Rand St John also resigned as Facilities Coordinator in March 2020 due to the closure of the Tennis Centre.
- viii) Monthly billings for cleaning, maintenance and gardening included in repairs reduced due to the closure of the Tennis Centre from April – mid July and the subsequent closure of the Clubhouse at the start of the extension project in August. However, the rental costs of a container to house items that had to be removed from the clubhouse and for portable toilets are included in repairs from October to December.
- ix) An accrual of \$25,000 for new flood lights ordered for court 1 is included in repairs.

## MINUTES OF THE BTA AGM NOVEMBER 1, 2021 (continued)

- x) The combined Junior Development and Schools programmes made a small net loss of \$621 in 2020.
- xi) Utilities, Membership dues, Insurance and Depreciation expenses were all comparable to 2019. Administration expenses were lower due to representation at some overseas meetings taking place virtually.

Ms. Roper then gave the following explanations for significant changes in the 2020 Balance Sheet items compared to 2019:

- i) 2020 year-end Cash at Bank totaled \$147,494 compared to \$98,746 in 2019. This increase in funds is mainly due to Development funds set aside in 2019 from the Davis Cup participation remaining unused as well as other sponsorship funds being set aside until dedicated junior programmes restart.
- ii) Total cash also includes a time deposit of \$40,000 at SigniaGlobe Finance earning 1.5% pa which continues to be allocated to court repairs.
- iii) 2020 receivables relate to the late collection of grants, tournament and court rental receipts, plus local tournament sponsorship – all balances outstanding have been collected in 2021.
- iv) Prepayments are mainly in respect of 2021 ITF membership fees paid in advance plus the BL&P security deposit.
- v) The Building costs continue to be depreciated at 2% per annum. 21 years remain on the new lease renewed with the Ministry of Lands etc. in 2017.
- vi) All outstanding Trade Payables were paid in 2021. (Note7)
- vii) Unused sponsorship funds received in 2019/2020 in respect of junior school programmes are treated as Deferred Income. (ref i) above)
- viii) Funds held are broken down by category on Page 5.  
The new Development Fund established in 2019 remains at \$56,784. Some of these funds (\$800) were spent in 2020 on Squad training with the balance continuing to be allocated to future home Davis Cup ties and other development projects as determined by the Finance Committee.

Ms. Roper pointed out that a new note 12 had been added to the Financial Statements regarding the effects of COVID-19 on the Association's affairs. Despite no significant impact in 2020, she recommended that the current levels of income and expenses be closely monitored, especially with the newly expanded facilities creating additional costs and not yet operating at full capacity.

Ms. Roper then thanked Mr. Sparrock for conducting the audit, but noted that he was no longer able to act on an honorary basis effective from 2020. She also advised that she would be stepping down as Treasurer after the AGM but a replacement had not been nominated. She therefore asked members to submit recommendations for the positions of both honorary auditor and treasurer to be appointed by Council in due course.

She concluded by asking if members had any questions regarding the 2020 Financial Statements. There were no questions.

The Financial Statements for the year ended December 31, 2020 were approved on a proposal by Mr. Andrew Thornton and seconded by Mr. Orson Simpson.

## MINUTES OF THE BTA AGM NOVEMBER 1, 2021 (continued)

### 6. APPOINTMENT OF AUDITOR

Dr. Forde noted that the auditor was no longer honorary and that the Association had paid for the 2020 audit. He suggested that members allow Council to see if an honorary auditor could be found and to make the decision of appointment of the auditor for the upcoming year end audit.

On a motion proposed by Mrs. Marie-Jeanne Symmonds and seconded by Mr. Junior King, members delegated the appointment of an auditor to the Council.

### 7. ELECTION OF OFFICERS FOR 2021-23

Dr. Raymond Forde declared vacant the offices of Vice-President (Mr. Junior King), Treasurer (Ms. Helen Roper), Assistant Secretary (Mrs. Sheryl Peter-Kirton), and three Councilors (Mr. Stephen Ollivierre, Mr. Andrew Thornton and Mrs. Grace Chambers).

#### *Vice President:*

Mr. Junior King was nominated for the office of Vice-President by Ms. Helen Roper and seconded by Mrs. Grace Chambers. There being no other nominations, Mr. Junior King was duly elected as Vice President for a term of two years.

#### *Treasurer:*

The President noted that after many years of exemplary service, Ms. Helen Roper was retiring and not standing for the position as Treasurer. There were no nominations for the post of Treasurer and the post is vacant.

#### *Assistant Secretary:*

Mrs. Sheryl Peter-Kirton was nominated for the office of Assistant Secretary by Mrs. Marie-Jeanne Symmonds and seconded by Mr. Junior King. There being no other nominations, Mrs. Sheryl Peter-Kirton was duly re-elected as Assistant Secretary for a term of two years.

#### *Councilors:*

Three persons were nominated for the three vacant positions of Councilor:

<i>CANDIDATES</i>	<i>PROPOSER</i>	<i>SECONDER</i>
Grace Chambers	Alvin Chambers	Stephen Ollivierre
Stephen Ollivierre	Alvin Chambers	Grace Chambers
Andrew Thornton	Grace Chambers	Marie-Jeanne Symmonds

There being no other nominations, Ms. Grace Chambers, Mr. Stephen Ollivierre and Mr. Andrew Thornton were duly elected as Councilors for a term of two years.

Dr. Forde congratulated the successful candidates. He noted that following Ms. Roper's retirement there was now a casual vacancy to be filled. In the meantime, he noted that the Secretary is a Chartered Accountant and would have oversight of the BTA finances.

**8. TO CONSIDER TWO RESOLUTIONS**

The Chairman read the following:

**EXPLANATION TO RESOLUTIONS 1 AND 2**

Paragraphs 7.3 to 7.5 of the Association's By-law No. 1 currently set out the procedure for expelling members where there is a breach of a by-law or the member is found to have engaged in misconduct harmful to the Association. Council is of the view that a more comprehensive procedure for dealing with disciplinary matters and resolving disputes should be put in place and therefore recommends that the attached Disciplinary and Dispute Resolution Code (the Code) be implemented to cover a range of situations.

The Code sets out the procedure for dealing with complaints and ensures a fair hearing for all parties before an impartial Committee. The Code will apply to situations where (a) a member or Council has a grievance (this could include a complaint about a breach of a rule or where a person feels aggrieved by non-selection to represent Barbados); and (b) Council wishes to discipline a member for a breach of a rule or for misconduct bringing the Association into disrepute or harmful to its interests. The range of sanctions is wide; this will ensure that any sanctions imposed are appropriate.

Paragraphs 7.3 to 7.5 of By-Law No. 1 overlap somewhat with the new Code, and it is recommended that these be deleted and replaced by new paragraphs 7.3 and 7.4 to avoid confusion as to the correct procedure to be followed.

The text of the Resolutions is as follows:

**RESOLUTION 1**

*IT IS RESOLVED THAT the Disciplinary and Dispute Resolution Code, a copy of which is attached and forms part of this Resolution, is approved.*

**RESOLUTION 2**

*IT IS RESOLVED THAT paragraphs 7.3, 7.4 and 7.5 of By-law No. 1 of the Company be deleted and replaced by the following new paragraphs 7.3 and 7.4, and the existing paragraph 7.6 be consequentially renumbered paragraph 7.5:*

- 7.3 An individual who is expelled from membership pursuant to disciplinary proceedings shall not thereafter be entitled to membership of the Company.*
- 7.4 A member who ceases for any reason to be a member shall nevertheless remain liable for all monies due from him to the Company at the date of cessation of membership.*

## **MINUTES OF THE BTA AGM NOVEMBER 1, 2021 (continued)**

On a question from Mrs. O'Neill, Dr. Forde explained that the Disciplinary and Dispute Resolution Committee would be chaired by an attorney and 2 to 4 other members appointed by Council. Section 2.2 precluded matters from being decided in a court of law, but section 7 gave members a right to appeal to the BOA.

Mrs. Tracia Seifert expressed concern about the process of selection of the committee members and Ms. Sandra Osborne explained that the procedure mirrored what had been adopted by many other BOA affiliates and that she believed that it could deliver justice. It was noted that members of Council could not sit on the Committee.

Following the discussion above members were asked to vote on the adoption of the resolutions:

On a motion proposed by Mrs. Marie-Jeanne Symmonds and seconded by Mr. Craig Smith, members agreed to adopt the Disciplinary and Dispute Resolution Code as noted in Resolution 1. (There were no objections noted however abstentions were noted from Mrs. Olga and Mr. Andrew O'Neill).

On a motion proposed by Mr. Junior King and seconded by Mr. Brian Cadogan, members agreed to adopt Resolution 2 above to amend the By-Laws. (There were no objections noted however abstentions were noted from Mrs. Olga and Mr. Andrew O'Neill).

### **9. ANY OTHER BUSINESS**

#### NTC access

Mrs. Bridgeman suggested a need to improve COVID protocols and questioned why the protocols for entering the NTC via gate 4 differed from the main gate. Mr. King noted that a new procedure for entry was being set up (in 4-6 weeks) and that everyone would be required to enter through the main gate near the car park. Signage would be added and protocols would be reviewed in the interim.

Mrs. Bridgeman asked Council to look at obtaining Duty Free concessions for items such as tennis shoes. Dr. Forde explained that the BTA has on-going talks with the NSC, and Ministry of Finance and has had limited success resulting in VAT being paid on Davis Cup materials and other items. Mrs. Osborne further explained that the BOA is lobbying government for Duty Free concessions for National Federations but that they were more likely to agree to assist on equipment (eg nets) than on clothing and shoes.

#### COVID

Dr. Forde noted that despite the challenges of COVID, he was hopeful of a return to competition in 2021 with both the Junior Team competitions and the Davis Cup scheduled and expected to go ahead.

**MINUTES OF THE BTA AGM NOVEMBER 1, 2021 (continued)**

Tribute to Helen Roper (retiring Treasurer)

A video tribute was played in which fellow Councilors, and many former and present members of the Association and friends of tennis, expressed their gratitude to Helen for her years of unswerving service to the BTA, Council and tennis in general.

There being no further business, Dr. Forde thanked everyone who attended the first virtual AGM of the BTA. The meeting was ended at 8:13 pm.

Confirmed this the        day of                                        20    .

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President