

**MINUTES OF THE ANNUAL GENERAL MEETING of
the BARBADOS TENNIS ASSOCIATION INC (BTA)
held at the office of the Barbados Olympic Association Inc, Olympic Centre,
Garfield Sobers Sports Complex, Wildey, St Michael
on MONDAY, DECEMBER 5, 2022 AT 6.00 PM**

Present in person were:

- | | |
|-------------------------------|----------------------------|
| 1. Dr. Raymond Forde | 9. Ms. Sandra Osborne |
| 2. Mr. Craig Smith | 10. Mr. Peter Symmonds |
| 3. Mr. Junior King | 11. Mr. Orson Simpson |
| 4. Mrs. Marie-Jeanne Symmonds | 12. Mrs. Margot Thomson |
| 5. Mrs. Sheryl Peter-Kirton | 13. Mr. Tyrone Mapp |
| 6. Mrs. Grace Chambers | 14. Mrs. Suzette Slocombe |
| 7. Mr. Lloyd Slocombe | 15. Mr. Damien Applewhaite |
| 8. Ms. Helen Roper | |

Members represented by proxy:

Individuals:

- | | |
|-------------------------|---|
| 1. Mr. Richard Edghill | represented by Dr. Raymond Forde |
| 2. Dr. Adrian Lorde | represented by Dr. Raymond Forde |
| 3. Dr. Hadrian Peter | represented by Mrs. Sheryl Peter-Kirton |
| 4. Mr. Damani Kirton | represented by Mrs. Sheryl Peter-Kirton |
| 5. Mr. Ken Thomson | represented by Mrs. Margot Thomson |
| 6. Mr. Priestley Blunte | represented by Mr. Craig Smith |

Clubs: None

Excuses:

Apologies were noted for Mr. Glyne Clarke and Mr. Brian Cadogan.

1. CALL TO ORDER

The President, Dr. Raymond Forde, presided. A quorum having been established, he called the meeting to order at 6:15 pm and he welcomed everyone.

A moment of silence was requested for the passing of current and past members, including Mr. George Grant and Mr. Hutson Browne.

2. CONFIRMATION OF THE MINUTES OF NOVEMBER 1, 2021

Corrections

Item #1 – the moment of silence had acknowledged the passing of Mr. Warren Mottley & Mr. Louis Prescod.

Subject to the above, the Minutes of the Annual General Meeting (AGM) held on November 1, 2021 were confirmed on a proposal by Mr. Junior King and seconded by Mrs. Sheryl Peter-Kirton.

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3. MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous minutes.

Mr. Peter Symmonds noted the following

- The 2021 Report of Council had not been circulated prior to the meeting
- He noted that the reference to “Honorary” members in the previous Report of Council was actually referring to the “Honorary Life Vice Presidents” (title, per the By-Laws)
- He noted that the Officers of the Company are in fact the Directors of the Company

4. PRESIDENT’S ADDRESS AND REPORT OF COUNCIL

The President’s Address for the year ended December 31, 2021 was presented by Dr. Raymond Forde, President.

The Report of Council for 2021 was presented by Mrs. Sheryl Peter-Kirton, Assistant Secretary. Copies are attached (as Appendix 1.1 & 1.2 respectively) and form part of these Minutes. It was noted that a full Annual Report would be soon made available on the BTA’s web-site with further details on the year’s activities. The audited Financial Statements for 2021 are also available on the BTA’s web-site.

5. FINANCIAL REPORT

Mrs. Marie-Jeanne Symmonds, Chair of Finance Committee, confirmed that the financial statements for the year ended December 31, 2021 had been audited by Mr. Roger Sparrock of RS Financial Services Inc. and that members had been advised in advance of the meeting 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 loss for the year of \$3,089 compared to the profit of \$814 in 2020. She gave the following explanations for changes in the 2021 Income Statement items compared to 2020:

- i) 2021 tournament income and expenses had increased compared to 2020 as some key international competitions had taken place since the easing of some Covid-19 restrictions during 2021. Although the ITF Junior tournament had not been played in April, the postponed home 2020 Davis Cup against Indonesia took place in mid-September 2021. The U12s boys’ team also travelled to Dominican Republic in late September and the Billie Jean King (BJK) Cup team participated in Bolivia in October. The Top 8 mens’ and ladies tournament also took place at the National Tennis Centre, at the end of the year.
- ii) Barbados successfully won the Davis Cup tie against Indonesia despite no spectators being allowed to attend. Funding received from the ITF for both the Davis and BJK Cup events and from the BOA for competition grants is included in

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- tournament income. Mrs. Symmonds pointed out that the 2021 Davis Cup participation fees received were considerably higher than in 2020 due to winning at home at World Group 2 first round level rather than losing away in the Group 1 playoffs against Norway.
- There was therefore an overall net surplus for tournaments and team events of \$77,854 in 2021, compared to a net surplus in 2020 of \$6,124. See Note 13 on page 12 for full breakdown.
- iii) Grants - the BOA also provided grants towards administration, facilities, uniforms and representation. In addition, they contributed towards the increased insurance charge on the improved NTC facilities. Additional grants came from the ITF for JTI development and representation, but no further administrative subvention was received from the NSC for 2021.
 - iv) Few donations were received in 2021, and as in 2020, the Association was not able to hold significant fund-raising events due to the Covid situation.
 - v) Tennis benefitted from being classified as an outdoor non-contact sport and court rental fees were \$29,647, higher than the \$24,779 in 2020. This despite the complete closure of the NTC for several weeks during February and March, 2021, and the additional closure in April due to the ashfall. The additional 3 new courts were also available for rental from October 2021. As in 2020, VP Mr. Junior King assisted with the NTC administration for most of 2021.
 - vi) Membership subscriptions also increased marginally in 2021 compared to 2020 with 31 new seniors and 3 new juniors joining the Association in 2021.
 - vii) The annual summer camp was not held at the NTC in 2021 due to the pandemic protocols.
 - viii) A new evening Adult Tennis Initiative (ATI) did however start towards the end of 2021 which also encouraged new membership.
 - ix) Total Wages and NIS rose in 2021, with Coaches Julian Baird and Christian Maxwell returning to full employment for most of the year.
 - x) Monthly billings for cleaning, maintenance and gardening reduced due to the closure of the NTC during February/March and the unavailability of the Clubhouse. However, the rental costs of a container to house items that had to be removed from the clubhouse and rental of portable toilets, increased NTC expenses. The subsequent purchase of a permanent container and new bleachers/benches were also allocated to NTC expenses.
 - xi) New flood lights for Court 1 were purchased during the year costing \$39,828 with the 2020 court lighting accrual reversed accordingly. The lights are scheduled to be installed in 2022.
 - xii) Utilities increased in 2021 due to the reopening of the courts and more floodlight usage on the now seven rather than previous four courts during the latter part of the year.
 - xiii) Administrative expenses rose in 2021 with the inclusion of the remuneration of Mr. Damien Applewhaite whose appointment as NTC Director was confirmed during the year. Ms. Cherise Slocombe was also appointed as a paid NTC Administrator in December 2021.

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- xiv) Audit fees were paid in respect of the 2020 audit.
- xv) Despite being cancelled for most of the year, the combined Junior Development and Schools programmes made a small net profit of \$1,871 in 2021.
- xvi) 2021 insurance expenses rose substantially due to the increased in sum insured and premium on the replacement cost valuation of the expanded NTC facilities.
- xvii) Membership dues and Depreciation expenses were all comparable to 2020.

Mrs. Symmonds then gave the following explanations for significant changes in the 2021 Balance Sheet items compared to 2020:

- i) 2021 year-end Cash at Bank totaled \$138,171 compared to \$147,494 in 2020.
- ii) Total cash also includes a time deposit of \$40,000 at SigniaGlobe Finance earning 1.5% pa which continues to be allocated to the court repair fund.
- iii) 2021 receivables relate to the late collection of grants, tournament and court rental receipts – all balances outstanding at the end of 2021 have been collected in 2022.
- iv) Prepayments are mainly in respect of 2022 ITF membership fees paid in advance plus the BL&P security deposit.
- v) The Building costs continue to be depreciated at 2% per annum. 20 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 continue to be 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 from Davis Cup participation fees now totals \$68,432. Further funds were set aside in 2021 from Davis Cup participation fees and part of these funds were utilized in 2021 as determined by the Finance Committee. An expanded breakdown of the Development Fund can be found in Note 11.
Pass through funds received from the BOA and other sponsors towards the training and competition expenses of Elite and Emerging Athletes were fully disbursed during the year.

Mrs. Symmonds pointed out that the new note 12 added to the Financial Statements in 2020 regarding the effects of COVID-19 on the Association's affairs was still included in the financial statements. Despite no significant impact in 2021, she advised that the current levels of income and expenses were continuing to be closely monitored, especially with the newly expanded facilities creating additional costs and the uncertainty on the future levels of participation fees. Mrs. Symmonds then thanked Mr. Sparrock for conducting the audit. She also advised that there was still a vacancy for Treasurer since the departure of Ms. Helen Roper. She therefore requested that members submit recommendations for the position of treasurer to be appointed by Council as soon as possible.

She concluded by asking if members had any questions regarding the 2021 Financial Statements.

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Mr. Orson Simpson noted that the Building (net of depreciation) was stated at initial cost, and that it was optional as to whether the property was included at valuation. Mrs. Symmonds agreed to review the accounting treatment. There were no further questions.

The Financial Statements for the year ended December 31, 2021 were approved on a proposal by Ms. Sandra Osborne and seconded by Mr. Junior King.

6. APPOINTMENT OF AUDITOR

Mrs. Symmonds confirmed that Mr. Roger Sparrock, is the duly appointed auditor of the Company and has expressed his willingness to continue as auditor.

On a motion proposed by Mr. Damien Applewhaite and seconded by Mrs. Suzette Slocombe, Mr. Roger Sparrock was duly appointed as the auditor of the Company.

7. ELECTION OF OFFICERS & DIRECTORS FOR 2022-24

Dr. Raymond Forde noted that all the incumbent officers had expressed a willingness to continue to serve. Dr. Forde then declared vacant the offices of President (Dr. Raymond Forde), Vice-President (Mr. Craig Smith), Secretary (Mrs. Marie-Jeanne Symmonds), and two Councilors (Mr. Brian Cadogan and Mr. Lloyd Slocombe).

The following nominations were confirmed:

President:

Dr. Raymond Forde was nominated for the office of President by Mr. Richard Edghill and seconded by Mrs. Margot Thomson. There being no other nominations, Dr. Raymond Forde was duly re-elected as President & Director for a term of two years.

Vice President:

Mr. Craig Smith was nominated for the office of Vice President by Mr. Lloyd Slocombe and seconded by Mrs. Marie-Jeanne Symmonds. There being no other nominations, Mr. Craig Smith was duly elected as Vice President & Director for a term of two years.

Secretary:

Mrs. Marie-Jeanne Symmonds was nominated for the office of Secretary by Ms. Helen Roper and seconded by Mr. Junior King. There being no other nominations, Mrs. Marie-Jeanne Symmonds was duly re-elected as Secretary & Director for a term of two years.

Councilors:

There were two nominations. Mr. Brain Cadogan was nominated by Mrs. Margot Thomson and seconded by Mrs. Marie-Jeanne Symmonds. Mr. Lloyd Slocombe was nominated by Mrs. Suzette Slocombe and seconded by Mr. Junior King. There being no other nominations, Mr. Brain Cadogan and Mr. Lloyd Slocombe were duly re-elected as Officers & Directors for a term of two years from 2022 to 2024.

Dr. Forde noted that, as stated in his bio, this two-year term would be his last term as President. He also congratulated the successful candidates but noted that while all positions were filled this

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year, there are still casual vacancy to be filled. He encouraged members interested in serving to come forward.

Ms. Sandra Osborne indicated that the Barbados Olympic Association (BOA) and many similar governing bodies had recently introduced Athlete's representatives on to their Boards, and had encouraged more females to come forward to serve. She suggested the BTA look into doing this.

8. ANY OTHER BUSINESS

Appointment of Honorary Life Vice President

Dr. Forde indicated that he was recommending Ms. Helen Roper, the former Treasurer, of 18 years, as an Honorary Life Vice President.

On a motion duly made by Mr. Raymond Forde and seconded by Mrs. Margot Thomson, and unanimously carried, it was resolved that Ms. Helen Roper be duly appointed as an Honorary Life Vice President of the Company.

Annual Returns

Mr. Peter Symmonds noted that, the Companies Act had been amended and that the BTA was now required to file Annual Returns. He urged the Secretary to file any outstanding returns as soon as possible and indicated that there were penalties for late filings. It was noted that many similar organizations may be behind in filings and that the BOA would be consulted to appeal to government for a waiver of penalties.

Player Development

Mrs. Suzette Slocombe noted that the BTA had many development programmes for children up to the age of 14 years old but that more could be done to assist competitive players thereafter. She suggested the BTA look at hosting

- 15-18 years old - Inter-Island invitational tournaments. (these could be held at reasonable costs if competitors were asked to pay their airfares and hotels)
- Over 18 years - an ITF Futures tournament locally

Ms. Roper inquired whether Ocean View Tennis Club would again be running locally sanctioned tournaments. Mrs. Symmonds indicated that they had not re-started despite the end of COVID, and that this is impacting the BTA Ranking & Sanctioning Regulations which assume a full calendar of events.

Mr. Damien Applewhaite noted the above and proposed the following BTA plan

- Host more tournaments below the Futures level such as BTA Open Events (these could be over a shorten time to encourage participation e.g. weekend tournaments)
- Expand the schools' programs, including competitions in schools, and access to regular training at clubs and courts near-by
- Develop a strategy for girls

