

**QUAIL CREEK TENNIS CLUB
SPECIAL BOD MINUTES
November 30TH, 2024**

CALL TO ORDER

10:00 AM by President Rick Wade

ATTENDEES:

Rick Wade, Carol A. Fougere, Bonnie Arnold, Mike Arnold, Dave Sypkens Cindy Nelson
Bryce Dohrman

OTHER ATTENDEES: Hilary Wade, Debbie Riddell

The QCTC Board held a meeting to specifically address the proposal to purchase a separate SignUpGenius account to be used exclusively for the purpose of setting up QCTC tennis clinics/demonstrations/workshops/and seminars, including signups, waitlists and communication organized by our resident pro, Donna Yuritic.

Our current SUG account is no longer able to support additional sign-ups for tennis clinics as it is at full capacity supporting our QCTC Leagues, Tournaments, Socials and QCTC card sign-ups and communications to members.

Debbie Riddell recommended that by purchasing a separate account it would provide a seamless method for all QCTC members to sign up specifically for the tennis clinics, demonstrations, workshops, etc. offered by Donna Yuritic.

Debbie has outlined specific guidelines for the use of this additional SUG account which are attached.

Hilary Wade has agreed to administer this separate SUG account and will work with Debbie and Donna to ensure smooth implementation. The annual cost is \$270 but Debbie was able to obtain a discount, bringing the annual amount to \$202.50 which will be taken from the Skills & Development budget.

The Board unanimously agreed to this proposal and would like to thank Debbie Riddell for her continued efforts and expertise in these technical applications and to Hilary Wade for volunteering her experience in administering this account.

Meeting Adjourned at 10:45 am

SignUpGenius Tennis Clinic Application Guidelines

11/30/2024

Use of the SignUpGenius (SUG) account shall be used **only** for setting up Tennis Clinic sign-ups and related Tennis Clinic communication. This SUG account is **NOT** to be used for any QCTC Leagues, Tournaments, Socials and QCTC Credit Card sign-ups or communications regarding the aforementioned.

The set-up of this account will be done by the assigned coordinator. The coordinator will add my name and email address as a SUG Full Administrator.

I will provide the coordinator with a QCTC SUG formatted player roster to be uploaded into this account. The coordinator will maintain the player roster with any updates and additions that are provided by the QCTC New Member Coordinator. (Bonnie Arnold).

Following the publishing of all SUG Tennis Clinic sign-ups, a hyperlink will be created for each sign-up. The hyperlink is to be sent to our Website Coordinator (Rick Kimes) to be installed on the QCTC website.

All SUG security features, restrictions, and notification set-ups will be implemented and not changed unless formally requested in writing by myself.

Debbie Riddell