

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 3**

Smiths Falls Golf and Country Club

P.O. Box 143 Smiths Falls, ON, K7A 4S9

www.smithsfallsgolf.com

Board of Directors

Meeting # 3

Monday, June 29, 2020

Smiths Falls Golf & Country Club

Directors Present: Doug Hart, Clare Sanderson, Dan Imbeau, Paul Cadeau, Norm Devine, Mike Milks, Wayne Kearns, Ron Dolinki, Chris Gray, Warren Garton, Larry McIntosh, Roy Leach, Glenda Cooke.

Directors Regrets: Scott Devonshire.

1. The meeting was called to order by President Wayne Kearns - Time 7:00 P.M.
(quorum present)
2. **MOTION to approve minutes of meeting # 2 held Monday, May 25, 2020.**
Motion to approve - Ron Dolinki
Seconded by - Roy Leach - Carried
3. **Committee reports:**
 - a) **Finance - Dan Imbeau**
Our revenue is down (bar, pro shop sales, hall rental, club storage, camps/clinics) due to COVID 19.
However, revenue from green fees is almost double from last year at this time.
Membership is up.
Expenses are down for bar, course, house, pro shop (power cart leases deferred)
The good news is our net income is up \$13,855.
 - b) **Greens - Ron Dolinki / Ken Campbell** (a summary of a submitted report)
Course - the Course is very dry; creek would be classed at emergency level.
Water restrictions on fairways and rough will be starting. Greens and tees holding up. Many trees have been removed and 92 stumps cut out. Irrigation pump system has been working well. Pathways have been levelled. Bunkers have been edged and sand added. Sod farm and new yellow tees pending.

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Budget - paying off all deferred purchases from last fall. Currently about \$10,000 under on staff expense from last year. Course expenses are also down about \$16,000. Purchases are being kept to a minimum.

Equipment - out-front mower is working well. One Gator is down permanently. Green beverage cart is not in good shape. White beverage cart is aging. Up grading of beverage units should be planned.

Staffing - the two employees hired through Ontrac are working well. All employees are off CERB. Ontrac cheque will be pay about \$8,000.

Government Reporting - all good.

c) House - Paul Cadeau

Invoices submitted by a specific contractor were either inaccurate or in one case the work was not completed as per the design criteria. Paul met with the contractor; he agreed to complete the outstanding work and modify the invoicing to comply with the design criteria. He has been advised that once the work is completed to our satisfaction he will be paid.

Outstanding work in phase # 2 of the house renovation project are a couple of minor items at the bar; the separation door between the main hall and the members lounge; the Henderson display (at the lower level of the stairs) and finishing of the window sills in the members lounge. The Henderson display will be completed by the end of next week. Timeline on the separation barn door yet to be determined.

Exterior painting is progressing. In addition, extra caulking will be added around the windows and the window frames.

Additional information from Ken Campbell (Interim GM) -

Things to be addressed - cleaning, setting up computers in locker rooms for golf handicapping, cabinet door, Meneris handheld units (one not 4G), smell downstairs? (septic pumped last week)

d) Bar - Roy Leach

There is a total of six part time staff. One is leaving and will be replaced.

The current bar cart routine has received no complaints. A suggestion was made that cart service not take place at the Greens but proceed to the next Tee. A reminder, as to all staff, that COVID 19 regulations must be followed.

A discussion took place concerning the Meneris units having some problems. The ice machine volume currently seems inadequate and needs to be looked at.

Additional information from Ken Campbell (interim GM) -

Both patios have been set up. Health Inspector confirms we are in compliance. Draft and Pepsi have been set up.

Our beer products will be sold at the shack when Terry Johnson has the BBQ.

TV needs to go up.

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e) Pro Shop - Larry McIntosh

Sales are better than expected. Demo days were successful, bring in \$12,000.
Consideration given to bringing in more products.
Tee.on.com is experiencing some problems, most likely due to the high demand.
The pro shop staff are very busy due to the increase number of golfers. Staff will be consulted how to manage the load. (extra staff, receptionist, starter etc.)
Additional information from Ken Campbell (Interim GM) -
A computer has been set up in the pro shop. Health inspector confirms compliance.
Golf club cleaning was approved and implemented. Meneris handheld units have been working well in the pro shop.
Ontrac covering some salary for one new pro shop staff. Receiving government subsidy for other staff until August, 2020.
Rounds played up approx. 1080 from last year.
Ball machine and ball washer having problems.
PPE safety supplies restocked. More masks will be needed.

f) Membership - Dan Imbeau

Membership up. Discussion of revenue and membership categories.
New corporate contract to be forwarded to Tweed executive for consideration.
E Club to be contacted for advertising.

g) Kitchen - Norm Devine (update from Tina Johnson)

Slow start due to COVID 19, (no league nights or social functions)
Incentives to bring people in - COVID Corners Snack Shack, call in menu, BBQ at Clubhouse. The opening of the patios has increased sales.
All equipment working well and the new countertop is great.
COVID 19 guidelines in place. Health Inspector was pleased with the kitchen.

h) COVID 19 update -

All staff must remain very diligent regarding COVID 19 guidelines and regulations. We must constantly re-enforce the rules regarding masks, social distancing and cleaning. A discussion took place regarding the need to hire someone to sanitize washrooms, patio tables and keeping the Clubhouse area clean and tidy.

i) Ethics

Nothing to report

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j) Health and Safety - Ron Dolinki

The outside brick stairs (by the lower level door) will no longer be accessible due to the poor condition. Entry remains available by the alternate walkway.

k) Men's Captain Report - Clare Sanderson

Border league, St. Lawrence and Senior Ryder Cup tournaments cancelled for this year. There are plans to hold the Jim Kayser tournament on August 7th. Ken Campbell reports some tournaments will be tentatively rescheduled for this season and tournaments are being booked for next year. Club championships will be held.

l) Ladies President Report - Chris Gray

Planning to hold the Club championships and Bombay Bash.

m) Recording Director - Glenda Cooke

"Management Certificate of Compliance" to be received at July Board meeting.

n) Share Reconciliation - Ken Campbell

MOTION to transfer the following estate shares -

Share # 455 from Gordon Bell to Cindy Halpin.

Share # 357 from John Halpin to Margo Loughren.

Share # 1658 from Jim Kayser to Laura Kayser.

Share # 83 from Michael Hopkins to Shaun Robert Patrick Hopkins.

Motion to approve Larry McIntosh

Seconded by Dan Imbeau - Carried

4. New Business

None

OTHER (discussions/comments)

- * Handicap washroom door is difficult to open.
- * regaining access for Jacquie Leach to continue with Facebook posting.

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5. Next meeting will be held on July 27, 2020 at the Smiths Falls Golf and Country Club @ 700 P.M.

6. **MOTION to adjourn at 8:50 P.M. by - Mike Milks**
Seconded by - Paul Cadeau - Carried

<u>Directors Attendance</u>	
Name	Number of meetings attended
Wayne Kearns	3
Paul Cadeau	3
Glenda Cooke	3
Norm Devine	3
Scott Devonshire	0
Ron Dolinki	2
Warren Garton	3
Chris Gray **	3
Doug Hart	2
Dan Imbeau	3
Roy Leach	3
Larry McIntosh	2
Mike Milks	2
Clare Sanderson	3

** Ladies President