

**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, August 16, 2021
Smiths Falls Golf & Country Club

Directors Present: Doug Hart, Clare Sanderson, Dan Imbeau, Paul Cadeau, Ron Dolinki, Chris Gray, Glenda Cooke, Larry McIntosh, Roy Leach, Colin Brown, Marc Brus, Warren Garton, Jeff Drummond.
Also present: Gord Percy (General Manager / Head Professional)

Directors Regrets: Scott Devonshire.

1. The meeting was called to order by President Paul Cadeau - Time 6:00
2. **Declaration by Board Members on any possible conflict of interest on agenda items -**
No declarations.
3. **Discussion with Stittsville Golf Club / Lombard, possible collaboration - Paul Cadeau / Gord Percy.**
Very preliminary talks were held to discuss a possible future working synergy between the clubs in the areas such as equipment. Further discussions would need to be held before any agreements considered.
4. **Motion to approve minutes of meeting #2 held Monday, July 12, 2021 and to approve minutes of "In Camera" meeting held Monday, July 26, 2021.**
Motion to approve - Dan Imbeau
Seconded by Clare Sanderson - Carried
5. **Not for Profit Status - Talking Points - Questions -**
The Board is continuing to obtain legal and financial advice in this area. Board members were provided with a summary of the information obtained to date on the not-for-profit legislation. Based on the fact we are in the early stages of the process and there is much more information to be obtained before an accurate summary can be provided to the shareholders this discussion took place 'in camera'. In other words, at this stage, it is to be kept amongst Board members until we can ensure we have covered all the details and to minimize any speculations or inaccurate comments. An official summary approved by the Board will be issued soon.
6. **Current bylaws and need for review and revisions - Paul Cadeau / Gord Percy**
Wayne Kearns along with our lawyer, Shane Kelford continues to work with updating the bylaws. When complete, a template will be reviewed with the Board prior to presentation to the shareholders.

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7. Reports -

Gord Percy- General Manager

A very detailed report regarding all areas of the club and course is provided prior to each meeting for the Directors' review and any questions or comments are addressed. The Directors are very appreciative for receiving this information; keeping the Board up to date. A hard copy of the entire report is attached to the approved minutes filed in the club office.

Committee Reports:

a) Finance - Gord Percy

Currently the Club has money in the bank but we still have a mortgage payment and loans. At present we do not qualify for subsidies or grants. Strategic and long-term planning are necessary.

We are in compliance with our obligations to the government and the banks.

Accounts receivable are in a good position and a better rate for insurance as been found.

b) Membership - Gord Percy / Jeff Drummond

Membership revenue is up. Currently membership sits at 498.

Discussion about finding the best ratio between members and green fee players.

c) Greens - Gord Percy

Course conditions are at a high quality level.

The IPM inspector had no issues.

Ken Campbell has been working on costing equipment needs/requests along with project costs and options.

New yellow tees should be ready soon, the new #12 white tee following in September.

Waiting final approval for the new wells.

Caboose project is on going.

The Directors expressed praise for Ken Campbell (and staff) for their work in maintaining our course in such great condition.

d) House - Gord Percy / Warren Garton

Deck painting and the new interlock walkway are completed. The large television has been replaced and the cogeco boxes running. Tents were fixed and are being used.

Parking lot potholes have been filled. New soap dispensers were installed.

New benches and new ceiling tiles were replaced in men's locker room.

Keeping up with the clubhouse cleaning may require part time help.

The roof and eaves need attention.

Air conditioning on the roof needs to be looked at in order to keep the main hall at a comfortable temperature when events scheduled.

The new ceiling tiles have greatly improved the acoustics of the hall.

The wheel chair ramp and handicap compliances remain of upmost importance.

e) Bar - Gord Percy / Doug Hart

The numbers are good. The liquor license application was accepted and renewed.

Beverage cart sales and inventory levels are good.

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f) Pro Shop - Gord Percy / Larry McIntosh

Discussion to decide how many score cards to order considering future changes on current cards.

Operations in Pro Shop have been going well.

Revenue is up for green fees and the driving range.

g) Kitchen - Gord Percy

Tina is busier now that leagues are back but is experiencing trouble finding staff.

Many events are looking to book for next year.

A leak above the service window is being worked on now.

h) Ethics - Paul Cadeau / Gord Percy

When a new set of bylaws, clearer rules and regulations are documented some recent issues should not reoccur. A discussion resulted in one motion -

MOTION - to reduce the risk of spreading COVID, the Smiths Falls Golf and Country Club require all staff, visitors and members upon entering and remaining within the Pro Shop and the Club House, (except when seated) to wear a mask.

Motion to approve - Warren Garton

Seconded by Dan Imbeau - Carried

i) Health and Safety - Gord Percy / Ron Dolinki

MOTION - to accept the review of the 'Occupational Health & Safety Policy' recently presented by Ron Dolinki (dated July, 2021) as meeting the needs of our Club.

Motion to approve - Ron Dolinki.

Seconded by Larry McIntosh - Carried

First aid and defibrillator training are needed for the staff.

Anderson Fire has been contacted to update our fire extinguishers.

The fire panel will be looked at to confirm it is providing the required protection.

Safety issues on the course need to be addressed such as holes in the ground (especially around the ponds) that are becoming trip hazards.

Jeff Drummond commented one of the rocks on tee #1 is loose.

j) Club Captain Report - Clare Sanderson

Our club will be hosting the Men's Senior International Group in approx. three weeks.

k) Ladies President Report - Chris Gray

The Ladies section wish to place on record, (to avoid slow play) a formal request to schedule their Championship tee off times ahead of the men's event.

Ladies Club Championship results: A Flight - Amey Doyle; B Flight - Susan Flegg; C Flight - Vicky Bolton.

Chris commented Chris Cullen (greens staff) was of great help with preparations for the tournament.

Chris also reports the stray mother cat and her three kittens have been rescued.

A donation jar has been set up to help with their foster care.

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l) Recording Director - Glenda Cooke

The 'Management Certificate of Compliance' was submitted, dated August 16, 2021.

m) Diversity - Gord Percy

Gord has worked with the PGA on such documents over many months and believes as our club reviews and updates our bylaws there is a tremendous amount of carry over available for reference.

n) Junior Program - Gord Percy / Jeff Drummond

The "Kayser Memorial Tournament" raised over \$1,100 for the program.

A camp was held for young juniors and hopefully post COVID with help from volunteers a plan can be made for next year.

o) Strategic Planning - Paul Cadeau / Gord Percy

The committee members have scheduled a meeting to set up subcommittees for multi year strategic planning of our club.

Areas to be discussed include a mission statement, concept, financing, short and long term planning and review of operational needs from the various committees.

p) Leagues - Gord Percy / Jeff Drummond

The leagues are operating; providing a great role in membership recruitment and retention.

The new morning groups have been received well. Over the year further discussions will continue in regards to improve shared use of the course by leagues and members.

The future of the "Scratch Scramble" will be on the agenda for next meeting.

q) Web Site / social media - Gord Percy / Colin Brown

Our web provider is willing to work with us regarding updating of our site.

Our goal is to use assigned volunteers to be current and active on Twitter, Instagram and Facebook. A monthly email newsletter is also hopefully planned for the future.

Strategic planning will guide the content of the website.

- 8.** Next meeting will be held on September 13, 2021 at the Smiths Falls Golf and Country Club @ 6:00 P.M.

- 9. MOTION to adjourn at 8:05 P.M. by Jeff Drummond
Seconded by - Colin Brown - Carried**

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<u>Directors Attendance</u>	
Name	Number of meetings attended
Paul Cadeau	3
Colin Brown	3
Mark Brus	3
Glenda Cooke	3
Scott Devonshire	0
Ron Dolinki	3
Jeff Drummond	2
Warren Garton	3
Chris Gray**	3
Doug Hart	3
Dan Imbeau	3
Roy Leach	3
Larry McIntosh	3
Clare Sanderson	3

** Ladies Club President