

**SMITHS FALLS GOLF AND COUNTRY CLUB**  
**MINUTES OF BOARD MEETING # 4**

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**Smiths Falls Golf and Country Club**

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

[www.smithsfallsgolf.com](http://www.smithsfallsgolf.com)

Board of Directors

Meeting # 4

Monday, July 27, 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, Glenda Cooke, Roy Leach, Warren Garton, Larry McIntosh, Scott Devonshire.

**Directors Regrets:** none

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 # 3 held Monday, June 29, 2020.**  
**Motion to approve - Clare Sanderson**  
**Seconded by - Larry McIntosh - Carried**
3. **Committee reports:**
  - a) **Finance - Dan Imbeau**  
A very detailed breakdown of our finances was presented.  
Our total revenue is down; total expenses are down.  
However, with the government subsidies and the increase in green fee players we are catching up to last year and the picture is currently good.
  - b) **Membership - Dan Imbeau**  
Presently membership stands at 354. New members total 83 and 49 members have returned from last year's new membership drive.

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**c) Greens - Ron Dolinki / Ken Campbell (a summary of a submitted report)**

**Course** - the Course is very dry. County water restrictions are in effect.

Restricting water to fairways and rough. Increased cart traffic is not helping with recovery. Planning for fairway fertilization next week.

Greens and tees, overall are holding.

The draught will bring problems next year (insects, crabgrass, weeds)

**Government reporting** - all good

**Budget** - most of Ken Campbell's invoices have been handed in and paid.

Staff expenses are down from last year. Course expenses are up a little from last year, however this includes the out-front mower and walls and pathways.

Purchases are being kept at a minimum.

**Equipment** - oil and filter changes have been done as the season goes along.

Some older equipment showing their age. A Gator may be permanently down.

The white beverage cart's clutch is gone and finding parts is challenging and expensive.

Most of the 2005 carts have shown some age this year. All carts are running more hours this season due to COVID.

**Staffing** - two employees were hired through Ontrac, one has quit so looking for a replacement. Between the two we should receive about \$8,000 from Ontrac.

**d) House - Paul Cadeau (a summary of a submitted report)**

Construction update:

The plumber is currently working on the unfinished portion of the touchless flush plumbing for urinals in the men's washroom. Once work completed to our satisfaction we will pay remainder of invoice.

Exterior painting is complete with the possibility of some touch ups.

The Henderson exhibit is progressing.

The majority of outstanding items on Ken Campbell's list have been addressed.

A request has been made to install a cabinet enclosure, paper towel dispenser and hook rack in the wheelchair access washroom. Suggestion to have paper towel dispensers in all washrooms due to current touchless air issues. Need to assess whether the cost, once received can be incorporated into current cash flow and not applied to the capital associated with house upgrades.

A further request was received for some minor upgrades and maintenance in the ladies locker room including a volunteer painting project over seen by Chris Gray. Lower level odour – a review of the reoccurring odour issue was conducted on July 25. This apparently is a combination of food waste finding its way down the drain piping to the septic along with the lack of proper attention to maintaining the pee-traps resulting in the buildup of sludge. We will need to conduct a thorough review of the current maintenance process and system pitfalls. Any work will be conducted in the off season and will be a combination of house and kitchen responsibility.

Cable TV will not be hooked up for the remainder of the current season due to the cost and limited use due to a COVID.

Cleaners were brought in for some extra house cleaning.

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**e) Bar- Roy Leach**

Both patios have been set up.

Masks are being worn by staff.

Signs for table cleaning have been made and put at bar.

Draft has all been hooked up – service contracts in place for system and tank gas.

Pepsi has been hooked up – service through Pepsi.

Moneris units working, with some small hiccups.

Parts were replaced on glass doors of the beer fridges.

A delivery service has been set up with a liquor company.

Our bar products will be sold by Terry on the nights he is operating the BBQ at the “Shack”.

A discussion took place concerning the poor condition of both beverage carts.

The discussion included topics such as: durability, function, safety, utility cart vs actual beverage cart, cost etc.

It was decided Ken Campbell would research the purchase of two utility carts with a suggested budget guideline.

The discussion also included liability with bar cart usage, safety requirements for the bar cart operators and cart routes.

**f ) Pro Shop - Larry McIntosh**

Inventory items: currently in the shop we are offering members/guests a promotion on apparel; buy one at full price get the second item half price. We have noticed some increases in certain categories (men’s/ladies polos)

Decision to decline yearly opportunity to purchase current inventory from Foot Joy at discounted rate.

Starter: our two starters (Barry and John) have excellent personalities and the response from members has been positive. The Pro shop staff have been relieved from some stress at higher traffic times. Signage will be installed to make the Starter position more noticeable, especially to new players.

Starter Schedule: Tues., Thurs., Friday, Saturday & Sunday. 9:00 am. - 1:00 pm.

Shop Operations: tee sheet remains quite active with majority of play Thursday to Sunday, 7am to 2:30 pm. Tuesdays are steady and though the industrial league is not operating officially the guys are supporting the Club by playing.

New Staff: most back shop staff are new to the job and adapting in the era of COVID regulations. (with reminders) They are polite, well-mannered and support the front shop at key times.

A proposal from the Thursday evening Twilight committee for a unanimous vote from the Directors in supporting a return to a shotgun start was not obtained. (after much discussion)

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**g) Kitchen - Norm Devine**

Things are slow with the occasional busy day. Opening the clubhouse with tables has helped .Everyone is enjoying the deck and patio. Everything is good in the kitchen.

**h) Ethics**

Nothing to report

**i) Health and Safety**

Nothing to report

**j) Men's Captain Report - Clare Sanderson**

Senior/Super Senior Championships will be held this weekend (August 1<sup>st</sup> and 2<sup>nd</sup>) The St. Lawrence and Border League tournaments were cancelled this year due to COVID, however players will retain their status for next year.

**k) Ladies President Report**

Nothing to report

**l) Covid - 19 Updates**

Discussions took place throughout the meeting.

**m) Recording Director - Glenda Cooke**

"Certificate of Management Compliance" will be forwarded from Ken Campbell shortly.

**n) Share Reconciliation - Ken Campbell**

Shane Kelford's office is in the process of tidying up the newly printed share documents.

**The Directors wish to extend a very grateful "THANK YOU" to all staff for their efforts in adapting to extra workplace conditions and COVID guidelines/regulations. These efforts have contributed to allowing the Club to operate during these difficult times.**

**4. Standing Agenda Items**

- \* Head Pro/General Manager Position - thoughts towards continuing with current model or creating two separate positions
- \* House Renovation Project - deck extension?, need for someone to oversee the project
- \* Land Sale Project - research on going

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**5. New Business**

Shares - Letters Patent amendment

A special AGM shareholder meeting would be required (on our lawyer's recommendation) to amend the share numbers from 500 to unlimited.

**OTHER (discussions/comments)**

\* branches overhanging the bridge on hole # 17 need to be trimmed

\* exit on #18 should be made more attractive

\* path after bridge up # 9 needs attention

**6.** Next meeting will be held on August 31, 2020 at the Smiths Falls Golf and Country Club @ 700 P.M.

**7. MOTION to adjourn at 9:05 P.M. by - Warren Garton  
Seconded by - Mike Milks - Carried**

<b><u>Directors Attendance</u></b>	
<b>Name</b>	<b>Number of meetings attended</b>
Wayne Kearns	4
Paul Cadeau	4
Glenda Cooke	4
Norm Devine	4
Scott Devonshire	1
Ron Dolinki	3
Warren Garton	4
Chris Gray **	4
Doug Hart	3
Dan Imbeau	4
Roy Leach	4
Larry McIntosh	3
Mike Milks	3
Clare Sanderson	4

\*\* Ladies President