

**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, September 13, 2021  
Smiths Falls Golf & Country Club

**Directors Present:** Clare Sanderson, Paul Cadeau, Ron Dolinki, Chris Gray, Glenda Cooke, Larry McIntosh, Roy Leach, Colin Brown, Marc Brus, Jeff Drummond.

Also present: Gord Percy (General Manager / Head Professional)

**Directors Regrets:** Scott Devonshire, Dan Imbeau, Warren Garton, Doug Hart.

1. The meeting was called to order by President Paul Cadeau - Time 6:00 P.M.
2. **Declaration by Board Members on any possible conflict of interest on agenda items -**  
No declarations.
3. **Motion to approve minutes of meeting # 3 held Monday, August 16, 2021.**  
**Motion to approve - Ron Dolinki**  
**Seconded by Jeff Drummond - Carried**
4. **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. The Board will be required to review regularly throughout the process. A discussion took place about the possibility of reducing the number of directors required on the Board.  
Rules and regulations will be compiled over the winter months.  
**Special meeting** - the services of an independent scrutineer will be required to count the ballots. Notices will be sent out regarding the special meeting.  
The President has sent an email to members regarding the change of our corporate structure.
5. **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 to 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. (Highlights under committee reports)

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---

**Committee Reports:**

**a) Finance - Gord Percy**

Currently the Club has money in the bank. The \$40K from CEBA government loan needs to be repaid. Mortgage payments are still being made. Strategic and long term planning, along with the impact from COVID and our membership drive will be used in decision making regarding paying off loans. Accounts receivable remain in a good position. The Club mandates members must have a credit card on file to have an account. Preparations are beginning for the fiscal year end September 30<sup>th</sup> 2021. MPAC is reviewing the value of the property for tax purposes.

**b) Membership - Gord Percy / Jeff Drummond**

Membership revenue is up. Currently membership sits at 499. There are several strong leads for potential new members next season. Due to minimum wage increasing on October, 2021 and with higher costs across the board our fees will require a slight increase. Rates to be set. There appears to be no need to offer a discounted membership to attract new members. Further discussion of new members resulted in the following motion -  
**MOTION to allow new sign ups 'with the purchase of a 2022' membership' to play until season end without charge.**  
**Motion to approve - Jeff Drummond**  
**Seconded by Mark Brus - Carried**

**c) Greens - Gord Percy**

The heat has put great stress on the turf and staff alike. The new tees are all open now however, the 12th is only usable at the front. Ken Campbell has been working on costing equipment needs/requests along with project costs and options. Still waiting final approval for the new wells. The costs and regulatory requirements have been significant. Neighbours of the club have raised some concerns. Caboose project is on going and fixing by spring should be a priority. Ken Campbell has limited staff and this is a factor in preparing the course for proper winter closure. Proper preparation for winter is required to maintain the high quality of the course. The usual closing is the end of October. An extension would need to be discussed.

**d) House - Gord Percy**

Small but important jobs are getting attention. Eavestroughs were cleaned and will require regular maintenance. A cleaning person has been hired. The Board wishes Willy Imeson, our long-time employee well wishes as he recovers from health issues. Quotes for current and a complete long-term repair of the roof have been received. J&J is looking at some ideas to aid the AC system when weather is extreme. The addition of egg crate tiles in the ceiling has made some improvement. There was a significant flood last week when a coil in the newest AC unit in the basement exploded. The warranty of the coil is being looked into. Phoenix aided in the cleanup.

**e) Bar - Gord Percy**

Bar sales are slowly continuing to increase over last year. Our Molson rebate should be higher than last year. Beverage cart sales and inventory levels are good. Cart service hopefully, will be available for events planned in the fall but staffing continues to be an issue.

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

---

**f) Pro Shop - Gord Percy / Larry McIntosh**

Operations in Pro Shop have been going well. Green fee and range revenue is up. Inventory levels at season end should be good. Rates, including those for tournaments will be reviewed. Golf Canada fees are increasing to \$39 per member plus HST next year. Scorecards will be looked at over the winter to find / solidify sponsorship and possibly consider hybrid tees.

**g) Kitchen - Gord Percy**

Tina is busier now with leagues and some small events. Staffing remains a problem. Topics to be discussed include rent and contract.

**h) Ethics - Gord Percy / Paul Cadeau**

All issues regarding ethics have been handled.

**i) Health and Safety - Gord Percy**

First aid and defibrillator training are needed for the staff. Anderson Fire has been contacted to update our fire extinguishers. The fire panel is awaiting service after showing a trouble fault. A discussion regarding the upcoming vaccine passport resulted in the following motion - **MOTION that the SFG&CC will comply with the mandated provincial COVID vaccine passport system coming to fruition on September 22<sup>nd</sup>, 2021.**

**Motion to approve - Larry McIntosh**

**Seconded by - Colin Brown - Carried**

Information will be sent out prior by management.

**j) Club Captain Report - Gord Percy / Clare Sanderson**

Our men's team in the Senior International Group played well and placed second. The event will be hosted by our Club next year. The captains have been operating at close to a full schedule of events. Golf handicap issues will be alleviated over the winter when rules and regulations are incorporated. There will be no scratch scramble this year. Consideration will be given for a return next year. A clear plan and agenda for next year is hoped to be developed over the winter. Clare indicated he would not be running for re-election to the Board and stepping down as Club Captain. President Paul thanked Clare for his years of service.

**k) Ladies President - Chris Gray**

Chris Gray and Gord Percy consult regularly.

**l) Recording Director - Glenda Cooke**

The 'Management Certificate of Compliance' was submitted, dated September 13, 2021.

**m) Diversity - Gord Percy / Paul Cadeau**

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. It is important these documents are diverse and inclusive to all.

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

---

**n) Junior Program - Gord Percy / Jeff Drummond**

The kids had fun at the junior camp and some are returning next year. With advertising we hope to increase our membership and develop the future of young golfers.

**o) Strategic Planning - Paul Cadeau / Gord Percy**

One short meeting was held. Lists with costs and possible projects continue to be compiled. Developing a Strategic Mission and Vision is underway. (Handicap compliance by 2025 and establishing a maintenance program for the septic system are priorities.)

**p) Leagues - Gord Percy / Jeff Drummond**

League play is going well. Brainstorming over winter months, with the various groups will discuss any improvements.

**q) Web site / social media - Gord Percy / Colin Brown**

We may have an experienced volunteer to work with improving our web site.

Norm Devlne continues to volunteer with Twitter on behalf of the Club and we are still looking for a volunteer with Facebook.

**OTHER** (discussions / comments)

- ❖ Children and related safety concerns on the course.
- ❖ Gord will be attending the Ryder Cup.

6. Next meeting will be held on October 18, 2021 at the Smiths Falls Golf and Country Club @ 6:00 P.M.

7. **MOTION to adjourn at 7:30 P.M. by Marc Brus**  
**Seconded by - Clare Sanderson - Carried**

<b><u>Directors Attendance</u></b>	
<b>Name</b>	<b>Number of meetings attended</b>
Paul Cadeau	4
Colin Brown	4
Mark Brus	4
Glenda Cooke	4
Scott Devonshire	0
Ron Dolinki	4
Jeff Drummond	3
Warren Garton	3
Chris Gray**	4
Doug Hart	3
Dan Imbeau	3
Roy Leach	4
Larry McIntosh	4
Clare Sanderson	4

\*\* Ladies President